

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

ASSISTANT ADMINISTRATIVE OFFICER

(PEROMNES GRADE 11)

(TWO YEAR FIXED-TERM APPOINTMENT)

SARChI RESEARCH CHAIR IN RURAL AGRONOMY AND DEVELOPMENT

SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES

PIETERMARITZBURG CAMPUS

REF NO.: AEES10/2016

The incumbent will provide administrative support to the SARChI Chair in Rural Agronomy and Development. S/he will be responsible for general office, financial administration, liaison with students and key partners. S/he will also be responsible for assisting the Chair with all aspects of administering research cost centres, including the monitoring and tracking of financial transactions, cost centre reconciliation, sound financial administration and preparation of financial reports. Financial record keeping is a core component of this position. Further duties include meeting coordination and diary management, student related administration, travel arrangements, and administration of externally-funded projects,

Minimum Requirements:

- Matric plus relevant one year qualification
- Two (2) years relevant work experience
- A high level of competency in the use MS-Office software, particularly Outlook, Word and Excel
- Experience in Minute taking

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Ms Mbalenhle Gumbi on 033 260 5198 or email: gumbim@ukzn.ac.za

Short-listed candidates may be required to undergo a skills test

Appointment to this post will be on the January 2012 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 06 May 2016.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Recruitment-aes@ukzn.ac.za Advert Reference Number MUST be clearly stated in the subject line.