

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups, which includes people with disabilities.

COLLEGE OF HUMANITIES

ASSISTANT ADMINISTRATIVE OFFICER

PART TIME (HALF DAY)

PEROMNES (GRADE 11)

HEXAGON THEATRE

PIETERMARITZBURG CAMPUS

REF NO.: HUM04/2016

The Hexagon Theatre is looking for a people person who will be responsible for Theatre administration, Front of House duties and reception. The successful candidate will be a team player who is prepared to help with tasks required by the projects undertaken by the Theatre.

MINIMUM REQUIREMENTS:

- Senior Certificate and one year relevant qualification
- Two years relevant work experience
- A proven knowledge of theatre and publicity processes.
- Computer literacy (Word, Excel, Publisher and design software)
- Ability to undertake regular evening work is essential to the nature of the position

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Miss PSG Hlongwane, email address: hlongwabep1@ukzn.ac.za

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

The remuneration package offered includes benefits.

The closing date for receipt of applications is 12 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-humanities@ukzn.ac.za Please state the advert reference number in your subject line.