

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)
SCHOOL OF LIFE SCIENCES
PIETERMARITZBURG CAMPUS**

REFERENCE NO.: LS08/2016

The School seeks to appoint a motivated person to provide administrative support on the Pietermaritzburg campus. He/she will provide assistance to students at reception, attend to telephonic queries, and all other reception functions, arrange consultation between students and academic staff, record and maintain student correspondence, registration and exam results. He/she will liaise with College Student Administration office regarding student matters, capture and maintain student mark records on SMS, collate DP marks, assist with DP refusals and appeal processes, prepare reports for exam committee, administer exam process in the School and handle queries with regards to exams and results.

This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills.

The incumbent will report to the Principal Administration Officer.

Minimum Requirements:

- Matric plus a one year relevant qualification
- 2 years relevant work experience
- Experience and competency in word processing and spreadsheets
- Experience in the use of Student Management System (SMS) or equivalent

Shortlisted candidates may be required to undertake a skills test.

Enquiries and details regarding this post, as well as requests for the job profile may be directed to the Principal Administrative Officer, Mrs Devashnee Chinniah on (031) 260 8317 or email chinniahd@ukzn.ac.za

All other recruitment related enquiries may be directed to Mrs Cynthia Bhebhe on 033 260 5277 or e-mail: Bhebhec@ukzn.ac.za

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 29 April 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.