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

ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
SCHOOL OF LIFE SCIENCES
WESTVILLE CAMPUS

REFERENCE NO: LS09/2016

The incumbent will assist in School administration activities under the supervision of the Manager, School Operations. This involves administration services in areas for Undergraduate and Postgraduate students as well as co-ordination of committee activities within the school. S/he will also be expected to provide and efficient secretarial service and support to the Dean and Head of School. Duties may also include supervision of some administrative staff.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:
- Matric plus a one year relevant qualification
- 3 years relevant work experience in a similar environment
- Experience and competency in word processing and spreadsheets

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

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Mr Mandlenkosi Mdhluli, 031 260 1178 or e-mail: Mdhlulim@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.