

**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 the designated groups**

**COLLEGE OF HEALTH SCIENCES  
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES  
ASSISTANT ADMIN OFFICER (Post Graduate Administration)  
(PEROMNES GRADE 11)  
WESTVILLE CAMPUS  
REFERENCE NO: LMMS06/2017**

The successful incumbent will provide administration services and related assistance to the Dean and Head of School, Manager: School Operations, staff (research, academic and support), students as well as to any external bodies operating within the School. Provide administrative support for all matters related to postgraduate studies in the School viz. Coursework masters, research masters and PhD research.

**Minimum Requirements:**

- Matric plus one year relevant qualification
- Two year's relevant experience in a similar environment
- Experience in word processing and spreadsheets
- Sound knowledge of Set-up of all modules on the SMS system
- General administrative knowledge to assist postgraduate students

This post reports to the Principal Programme Officer. Enquiries regarding this post may be directed to Miss NC Mngadi, the Principal Programme Officer on 031-260 4731. The job profiles are available from Mr TS Mpembe, tel: 031 260 7886 or e-mail: mpembet@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 25 April 2017.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [Recruitment-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za).**

**Advert Reference Number MUST be clearly stated in the subject line.**