

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 Plans.”

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ASSISTANT ADMINISTRATIVE OFFICER
(PEROMNES GRADE 11)
SCHOOL OF LIFE SCIENCES
WESTVILLE CAMPUS**

REFERENCE NO.: LS02/2017

The School seeks to appoint a motivated person to provide administrative support on the Westville 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 meetings, administer exam process in the School and handle queries with regards to exams and results. In addition he/she will be required to provide administrative support to the Academic Leaders as and when required.

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.

The incumbent will report to the Principal Administration Officer.

Minimum Requirements:

- Matric plus one year relevant qualification
- 2 years' work experience in a student administration environment.
- 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.

The total remuneration package offered includes benefits.

Please follow the link to apply;

http://www.pnet.co.za/jobs--Assistant-Administrative-Officer-Westville-University-of-Kwazulu-Natal--2509994-inline.html?suid=43ca8bda-712c-492c-9658-5bf6e43c699b&rltr=1_1_25_dynrl_m

The closing date for receipt of applications is 13 April 2017.