

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 in accordance with our Employment Equity Plan.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

ASSISTANT ADMINISTRATIVE OFFICER

(PEROMNES GRADE 11)

**SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES
WESTVILLE CAMPUS**

REF NO. AEE02/2019

The successful candidate will be expected to provide an efficient and effective administrative service for Geography staff and students and assist with general School administration.

S/he will be responsible for general office administration, financial administration and reporting, and liaison with staff, students and key partners. Core responsibilities include academic programme administration, module administration and committee administration in the School.

Sound financial administration and financial record keeping are a core component of this position. S/he will be responsible for procurement, cost centre reconciliation, processing salary appointment forms, cost recovery and extracting financial reports.

The incumbent will report to the Principal Administrative Officer.

Minimum Requirements:

- Matric plus relevant one year qualification
- Two (2) years relevant work experience
- Experience in financial administration
- Proven skills in word processing and spreadsheets
- Experience in the use of SMS or equivalent student mark management system

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Ms Philippa McCosh at mccoshp@ukzn.ac.za.

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

Appointment to this position will be on the January 2018 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 17 April 2019.

Applicants are required to complete the relevant application form which is available on the UKZN Vacancies website at <http://vacancies.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.