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.

<u>COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE</u>

ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES
WESTVILLE CAMPUS

REFERENCE NUMBER: AEES03/2019

The incumbent will provide comprehensive administrative support to the undergraduate teaching programme in the School. S/he will be required to work closely with the School Principal Administrative Officer and the Academic Leader Teaching and Learning. The ability to pay close attention to detail and accuracy is critical in this role.

This varied and busy position requires a motivated individual with strong organisational skills, initiative, versatility and excellent communication and interpersonal skills who is able to work with minimal supervision. S/he will also supervise the administrative staff in the Durban centre and will be required to work independently and as part of a team.

Minimum Requirements:
- Matric plus a relevant one year qualification;
- Three years relevant experience in student administration;
- Proven skills in word processing and spreadsheets and proven experience in the use of SMS or an equivalent system;
- Experience in minute taking.

Shortlisted 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 Ms Philippa McCosh at <u>mccoshp@ukzn.ac.za</u>.

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 <u>http://vacancies.ukzn.ac.za</u>. Completed forms may be sent to Recruitment-aes@ukzn.ac.za. Advert Reference Number MUST be clearly stated in the subject line.