

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representativeness within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

FIXED TERM CONTRACT – 2 YEARS

RESEARCH DIVISION

**ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
WESTVILLE CAMPUS**

REF NO: RO 09/2019

The Administrative Officer will be responsible for coordinating a range of events for the Research Office component and the University Teaching Learning Office component of the University Capacity Development Programme (UCDP). The incumbent will implement the events according to the approved Master Plan of the UCDP. Main responsibilities include events organisation, financial administration, database management, communication and dissemination.

Minimum requirements:

- Grade 12 (Senior Certificate) and a 3 year Diploma
- A minimum of two years' work experience in Events Coordination, administration and related fields
- Proficiency in Microsoft Office including Word, Excel, PowerPoint as well as email
- Experience in public relations work, specifically organisational skills to plan and organise functions and events.

The closing date for receipt of applications is 12 April 2019

Applicants are required to complete the relevant application form – 'application-support' - that is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Recruitment-nm@ukzn.ac.za.

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