

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

ETDP SETA FUNDED -GRADUATE INTERNSHIP VACANCIES (3 POSTS)
PROFESSIONAL SERVICES -UKZN
1 MAY 2021 – 30 APRIL 2022
WESTVILLE/HOWARD COLLEGE CAMPUS

The following three graduate internship posts are available in the following departments:

STUDENT SERVICES DIVISION: REF. NO. SS03/21

- Requires an Intern who will provide general administration and reception services in the office of the Executive Director. Administrative duties would mainly be reception, filing and record-keeping, planning, collating information, drafting correspondence to project support work.

Desired qualification:

- Matric or grade 12 and a 3-year relevant Diploma in the fields of Business Management, Business Administration, Office Administration, Secretarial.
- MS Word and MS Excel (Intermediate level)

TEACHING AND LEARNING DIVISION: REF. NO. TL02/21

- Requires an Intern who will provide general administrative support to the Office of the Director University Teaching and Learning. Administrative duties would range from filing and record-keeping, assistance with projects, drafting correspondence, logistics arrangements, hosting duties at events, to collating information for reports.

Desired qualification:

- Matric or grade 12 and a 3-year relevant Degree in the fields of Business Management, Business Administration, Office Administration, Secretarial.
- MS Word and MS Excel (intermediate level).

FINANCE AND PROCUREMENT: REF. NO. F01-2021

- Requires Intern (x1) who will responsible for, maintenance of the UKZN Supplier database, update current BBBEE reports and assist with general procurement administration.

Desired qualification:

- Relevant 3-year Diploma / Degree in Purchasing or Supply Chain Management
- MS Excel Intermediate level.

CLOSING DATE FOR APPLICATIONS: 27 April 2021.

Remuneration: Intern will earn a stipend.

Applicants are required to send their CV and certified copies of qualifications. Applications must be sent to: recruitment-ctm@ukzn.ac.za (for F01-2021) and recruitment-jm@ukzn.ac.za (for SS03/21; TL01/21)

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