

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 LAW AND MANAGEMENT STUDIES

COLLEGE OFFICE: STUDENT ACADEMIC SERVICES

**ADMINISTRATIVE OFFICER (Grade 10)
FIXED TERM CONTRACT**

PIETERMARITZBURG CAMPUS

REFERENCE NO.: LMS/CASP01/2021

The College Student Academic Services seeks to appoint an Administrative Officer on a **three-month** contract. The successful incumbent will be required to provide a professional and efficient administrative and reception service to students and other stakeholders.

Duties will include, but not be limited to providing support to admission, registration, and graduation processes, responding to queries from students and other stakeholders. The incumbent must be proficient in English and will be required to have a high level of competency in systems such as Outlook, MS Word, Excel, and spreadsheets; and good interpersonal, communication, and writing skills. The incumbent must also have experience with working on ITS.

This position requires an individual who has the ability to pay close attention to detail, to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills, and able to work in teams, and be driven by meeting tight deadlines.

The incumbent will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus one-year relevant qualification;
- Three years relevant experience as an Academic Administrative Officer at tertiary level;
- A high level of proficiency in Outlook, MSWord, and spreadsheets (Excel).
- Experience with working with ITS

Inquiries and details regarding this post, as well as requests for the job profile, may be directed to the College Manager Academic Services Ms. Marian Kisten at kistenm@ukzn.ac.za or Principal Academic Administrative Officer, Ms. Yvette Aungamuthu at Aungamuthuy1@ukzn.ac.za

The closing date for receipt of applications is Monday 3 May 2021.

The university reserves the right not to make an appointment.

Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page <http://vacancies.ukzn.ac.za/Home.aspx> of the University website at www.ukzn.ac.za.

Completed application forms may be sent to RecruitmentLMS@ukzn.ac.za.

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