

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)
(TWO YEAR FIXED-TERM APPOINTMENT)
ASTROPHYSICS RESEARCH CENTRE
SCHOOL OF MATHEMATICS, STATISTICS AND COMPUTER SCIENCE
WESTVILLE CAMPUS**

REF NO.:MSCS02/2021

Astronomy is a strategic focus area at UKZN as the University seeks to position itself as an international centre of research in this field. The Astrophysics Research Centre (ARC) offers a vibrant educational and research environment in Astronomy and has many well established national and international collaborative research links. The incumbent for this position will provide administrative support to ARC; including, the ARC Director, HIRAX Project Manager, and centre staff and students. They will be responsible for general office administration, financial administration (including procurement, salary appointments, and processing other claims), and liaising with students and key partners. Further duties include, but are not limited to; meeting coordination, workshop coordination, diary management, student related administration, travel arrangements, and administration of externally-funded projects.

Minimum Requirements:

- Matric plus relevant one year qualification
- Two (2) years relevant work experience
- Proficiency with MS Office, iEnabler, ITS, Google Drive, Zoom

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mbalenhle Gumbi on e-mail: gumbim@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 14 May 2021

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.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.