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

<u>**COLLEGE OF LAW AND MANAGEMENT STUDIES**</u>

**GRADUATE SCHOOL OF BUSINESS AND
LEADERSHIP
ADMINISTRATIVE OFFICER (2 posts)
ONE -YEAR FIXED TERM APPOINTMENT CONTRACT
(PEROMNES GRADE 10)**

WESTVILLE CAMPUS

REFERENCE NO: GSBL03/2022

The incumbent will provide comprehensive and effective administrative support to the LED Manager, EDTEA-UKZN project. The position requires efficient running of various projects and ability to administer online delivery of meetings and training courses for the project. S/he will be primarily responsible for complying reports for EDTEA on the project outcomes and experience of taking minutes of meetings. This is an externally funded post and subject to funding by EDTEA.

The incumbent will report to the LED Manager.

Minimum Requirements:
- Matric plus one year relevant qualification (preferably in Office Management, and IT)
- Three years relevant experience in a in a University/ tertiary education environment;
- Computer proficiency in word processing and spreadsheet packages.
- Experience with organizing events.

This appointment will be made in line with the University guidelines/benchmarks, which are available on the University Vacancies website on http://vacancies.ukzn.ac.za/AcademicProcess-Proc-Guides.aspx

The appointment of the selected candidate can only be finalised, once the following are concluded:

Enquiries and details regarding this post **taylors@ukzn.ac.za**, requests for the job profile may be directed to **MsMandisa, 031 260 8232 or e-mail: Mbatani@ukzn.ac.za.**

Appointment to this post will be on the January 2018 Conditions of Service. The remuneration package offered <u>excludes any benefits</u>

The closing date for receipt of applications is Wednesday 20th April 2022.

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at <u>www.ukzn.ac.za</u>. Completed forms may be sent to <u>RecruitmentLMS@ukzn.ac.za</u> . Please state the advert reference number in your subject line.