

**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.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**GRADUATE SCHOOL OF BUSINESS AND LEADERSHIP  
ADMINISTRATIVE OFFICER (PEROMNES GRADE 10)**

**June 2023 - December 2024  
WESTVILLE CAMPUS**

**REFERENCE NO: GSBL01/2023**

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 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.

**This is a challenging position that would require a motivated individual, who:**

- Must have good interpersonal and communication skills;
- Is able to work under pressure, meet deadlines and work as a member of a team;
- Is able to independently manage a large and varied administrative area of responsibility; and
- Take minutes of EDTEA-UKZN meetings
- Comply reports for EDTEA on a quarterly basis
- Travel on a regular basis to the various project sites in KZN.

**Minimum Requirements:**

- Matric plus three-year relevant qualification ( Degree or Diploma)
- 2 year's relevant experience
- Computer proficiency in Microsoft packages (Word, Excel and Powerpoint).
- Experience in minute-taking and good administration skills
- Experience with organizing events.

**This appointment will be made in line with the University guidelines/benchmarks, which are available on the University Vacancies website at <http://vacancies.ukzn.ac.za/>.**

Enquiries and details regarding this post and requests for the job profile may be directed to **Ms, Nokukhanya Mbatha 031 260 7876** or e-mail: [MbathaN3@ukzn.ac.za](mailto:MbathaN3@ukzn.ac.za).

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

Short-listed candidates may be required to undergo a skills test. **The closing date for receipt of applications is Tuesday, 2<sup>nd</sup> May 2023.**

**Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za).**

**Completed forms may be sent to [RecruitmentLMS@ukzn.ac.za](mailto:RecruitmentLMS@ukzn.ac.za). Please state the advert reference number in your subject line.**

**Due to the large amount of applications received, only successful applicants will be notified.**

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.