

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

**STUDENT SERVICES DIVISION**

**HELP DESK ASSISTANT - 12 MONTHS FIXED TERM CONTRACT  
(PEROMNES GRADE:12)  
STUDENT RESIDENCE AFFAIRS  
HOWARD COLLEGE & MEDICAL SCHOOL**

**REF NO. SS04/2024**

The Student Residence Affairs department provides accommodation for the University's students. Applications are invited from energetic and well-organized Helpdesk Assistant with working experience in office administration, support in admissions and placement of students into accommodation.

Main responsibilities will include (but not limited to) office administration, first-entry student placements in residences, both on and off campus, provision of administrative support to the Campus Head, receiving and resolving queries for admission to residences, and administering accommodation for the third-stream income facility.

The incumbent will report to the Campus Head: Student Residence Affairs.

**Minimum Requirements:**

- Senior Certificate and 2 years relevant experience
- Proven computer skills in MS Word and MS Excel spreadsheets and in providing management reports;
- Good communication skills in English and isiZulu;

**The total remuneration package is R10 903.00 per month.**

**Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [StudentServices@ukzn.ac.za](mailto:StudentServices@ukzn.ac.za) Advert Reference Number **MUST** be clearly stated in the subject line.**

**The closing date for receipt of applications is 26 April 2024**