

***The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representativity within the Institution Preference will be given to applicants from the African designated groups.***

**COLLEGE OF HEALTH SCIENCES**

**ASSISTANT ADMINISTRATIVE OFFICER  
(GRADE 11)**

**(2 YEAR FIXED TERM APPOINTMENT)**

**DISCIPLINE OF FAMILY MEDICINE**

**RE-ADVERTISEMENT**

**SCHOOL OF NURSING & PUBLIC HEALTH**

**HOWARD CAMPUS**

**REFERENCE NUMBER: NPH02/2015**

The Discipline of Family Medicine wishes to appoint an Assistant Administrative Officer (AAO) who will be part of the administrative team, to provide administrative, secretarial and support service within the Disciplines and to the academic staff. The successful incumbent will be required to coordinate and supervise the administrative functions of the Discipline in which s/he is appointed; this requires the incumbent to possess strong organisational skills, initiative, versatility, good interpersonal and communication skills. The incumbent may be based at one or more of the various teaching hospitals and will be required to travel.

**Minimum Requirements:**

- Grade 12, with 1 year relevant Diploma and 2 years working experience in a tertiary environment,
- Computer literacy with experience in word processing and spreadsheets
- Drivers licence

**Advantages**

- Experience in working in a problem based curriculum environment
- Evidence of proficiency in reading and writing medical terminology
- Experience in the use of a Student Management System

This post reports to the Manager: School Operations with dotted line to the Head of Discipline. Enquiries regarding this post may be directed to 031-260 3584. The job profile for the post is available from Mr Bheki Zondo Tel: 031 260 3584, or e-mail: Zondob@ukzn.ac.za

The closing date for applications is **28 August 2015**.

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms must be sent to [Recruitment-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za).**

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