**The University of KwaZulu-Natal (UKZN) 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.**

**RESEARCH DIVISION**

**ASSISTANT ADMINISTRATIVE OFFICER**

**(PEROMNES GRADE 11)**

**RESEARCH FINANCIAL SERVICES**

**WESTVILLE CAMPUS**

**REF NO. RO10/2017**

The Assistant Administrative Officer is responsible for providing comprehensive administrative support to the Research Financial Services unit as well as providing secretarial services to the Director: Research Financial Services.

Responsibilities include:

Providing full office administration support for the unit.

Providing comprehensive secretarial services to the line manager.

Attending to catering requirements for the unit as required.

Ensuring that building facilities and fixtures are in a good condition and working order.

The incumbent will report to the Director: Research Financial Services

**Minimum Requirements**:

* Grade 12 plus a relevant 2-year qualification in Office management/administration.
* Three (3) years administrative experience.
* Computer literacy, knowledge of Micro Soft applications (Word and Excel).

**Advantages**:

* Higher education institutional experience.
* Good understanding of the curent University computer application software.

Short-listed candidates may be required to undertake a skills test.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 29 August 2017.**

**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-jm@ukzn.ac.za**

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