

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

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY & GOVERNANCE  
SELF-FUNDED TEACHING PROGRAMMES (SFTP)**

**ADMINISTRATIVE ASSISTANT (1 POST)  
TWO-YEAR FIXED-TERM APPOINTMENT (GRADE 11)**

**WESTVILLE CAMPUS**

**REFERENCE NO: MIG07/2017**

The successful candidate will be required to render an effective and efficient administrative service to the **BBA Programme** for SFTP in the School of Management, Information Technology and Governance on the Westville Campus.

**Minimum Requirements:**

- Grade 12 ; and One year Relevant Qualification
- A minimum of three years' (3) relevant experience within the University (or Tertiary Education sector).
- A minimum of two years' experience in working with student administration software (e.g. SMS, ITS and Moodle);
- A minimum of two years' experience in student registration and admission requirements

**Advantages:**

- Relevant experience in duties attached to an SFTP/NGO environment;

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Mrs Lindiwe Ntshangase**, 0312608764 or e-mail: [Ntshangasel@ukzn.ac.za](mailto:Ntshangasel@ukzn.ac.za)

Appointment to this post will be on the January 2012 Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

Shortlisted candidates may be expected to undergo a skills test

The closing date for receipt of applications is Friday, 25 August 2017.

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 [Recruitment-landm@ukzn.ac.za](mailto:Recruitment-landm@ukzn.ac.za)

Please state the advert reference number in your subject line