

The University of KwaZulu-Natal is committed to employment equity.

COLLEGE OF LAW AND MANAGEMENT STUDIES

CALL for EXPRESSION OF INTEREST

**ADMINISTRATIVE OFFICER (Grade 10)
FIXED TERM CONTRACT**

**COLLEGE OFFICE - STUDENT ACADEMIC SERVICES
HOWARD COLLEGE CAMPUS**

The College Student Academic Services seeks to appoint an Administrative Officer on a six month contract. The successful incumbent will be required to provide a professional and efficient administrative and reception service to students and other stakeholders.

Duties will include, but not be limited to providing support to admission, registration and graduation processes, responding to queries from students and other stakeholders. The incumbent must be proficient in English, and will be required to have a high level of competency in systems such as Outlook, MS Word, Excel and spreadsheets; and good interpersonal, communication and writing skills. The incumbent must also have experience with working on ITS.

This position requires an individual who has the ability to pay close attention to detail, to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills, and able to work in teams and be driven by meeting tight deadlines.

The incumbent will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus one year relevant qualification;
- Three years' relevant experience as an Academic Administrative Officer at tertiary level;
- A high level of proficiency in ITS, i-Enabler, SMS, Outlook, MSWord and spreadsheets (Excel).
- Experience with working with ITS

Enquiries and details regarding this post, as well as requests for the job profile may be directed to the College Manager Academic Services Ms Marian Kisten at kistenm@ukzn.ac.za or Principal Academic Administrative Officer, Reuben Govender at govenderls@ukzn.ac.za

Staff interested in being considered for the opportunity to act, are invited to send their CV and a brief covering motivation, indicating how they meet the minimum requirements sufficiently to perform adequately in the role or how they would see this as a development opportunity and/or what they could contribute to the portfolio.

All expressions of interest are to be sent via email to Ms Mandisa Mbatani on RecruitmentLMS@ukzn.ac.za by no later than 18 August 2021