

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.

HUMAN RESOURCES DIVISION

**REWARDS OFFICER
GRADE 10
(ONE YEAR FIXED-TERM CONTRACT)
REWARD SERVICES
WESTVILLE**

REF NO. HR O5/2024

The incumbent will be responsible for verification and the processing of the monthly salaries and related benefits to approximately 3500 Temporary employees of the University in all five Campuses, in accordance with prevailing legislation, internal policies and conditions of service.

The incumbent will report to the Reward Services Manager.

Minimum Requirements:

- Relevant two-year qualification.
- At least two (2) years' relevant work experience.
- A high level of computer literacy and experience.

Curriculum Vitae and enquiries regarding this post may be directed to Zonke Sithole, email: sitholez@ukzn.ac.za or on 0312608072.

The closing date for receipt of applications is 20 August 2024.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.