

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity
For this post, Applications are invited from Designated Africans**

COLLEGE OF LAW AND MANAGEMENT STUDIES

SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY & GOVERNANCE

SELF-FUNDED TEACHING PROGRAMMES (SFTP)

**FINANCE & HR ADMINISTRATIVE OFFICER (1POST)
2 YEAR FIXED-TERM APPOINTMENT
(PEROMNES GRADE 10)**

WESTVILLE CAMPUS

REFERENCE NO.: MS01/2015

The successful incumbent's primary responsibility will be to run all the financial, human resources and some administrative processes related to the administration of the School of MIG's Self-funded Teaching Programmes on the Westville campus.

This is a challenging position that would require a motivated individual, who:

- Must have good interpersonal and communication skills;
- Is able to work under pressure, meet deadlines and work as a member of a team;
- Is able to independently manage a large and varied administrative area of responsibility; and
- Is competent in cost centre administration.

MINIMUM REQUIREMENTS:

- Senior certificate;
- A one year relevant tertiary qualification preferably in Office Management, Administration, Financial administration or bookkeeping; and
- Three years general administrative experience of which two years should be in a University/ tertiary education environment **OR** four years general administrative experience of which two years should be in a University/ tertiary education environment;
- Computer proficiency in word processing and spreadsheet packages; and
- Experience with cost centre management and financial i-enabler.

ADVANTAGES:

- Knowledge of the University's SMS, ITS student management information; and
- A financial / bookkeeping qualification.

Short listed candidates may be expected to undergo a skills test.

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.

The closing date for receipt of applications is Wednesday, 25 February 2015.

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

Completed forms may be sent to Recruitment-landm@ukzn.ac.za

Please state the advert reference number in your subject line.

