

**The University of KwaZulu-Natal is committed to employment equity.  
For this position applications are invited from designated Africans.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY & GOVERNANCE**

**SELF-FUNDED TEACHING PROGRAMMES (SFTP)**

**SENIOR ADMINISTRATIVE ASSISTANT (4 POSTS)  
2 YEAR FIXED-TERM APPOINTMENT  
(PEROMNES GRADE 12)**

**WESTVILLE/PIETERMARITZBURG CAMPUS**

**REFERENCE NO: MS02/2015**

The successful candidate will be required to render an effective and efficient administrative service to the SFTP Programmes in the School of Management, Information Technology and Governance on the Westville campus.

**Minimum Requirement:**

- Senior certificate; and
- Two years general academic administrative experience in a tertiary education environment;
- Experience in word processing and spread-sheet packages; and
- Good communication skills.

**Advantages:**

- Experience in a University environment;
- Experience in working with student administration software (e.g. SMS; Moodle and ITS);
- Experience in student registration and admission requirements.

**Shortlisted candidates may be required to undertake 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](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.**