

**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 including people with disabilities.**

**REGISTRAR'S DIVISION**

**ASSISTANT ADMINISTRATIVE OFFICER  
ADMINISTRATION & GOVERNANCE  
(PEROMNES GRADE 11)  
WESTVILLE**

**REF NO.: REG03/2017**

The incumbent will provide full administrative support to the functions of organising and/or staging graduation ceremonies and inaugural lectures. S/he will assist in the co-ordination of activities relating to the process and dissemination of information for the Registrar's office.

**Minimum Requirements:**

- Grade 12 plus one year's relevant qualification;
- Two (2) years relevant experience;
- Proven computer skills including spreadsheets and an ability to learn new software applications;
- Excellent command of the English language;
- Proven financial administrative experience;
- Excellent interpersonal skills;
- Excellent communication skills;
- Organisational and office management skills;
- Ability to work under pressure; work independently and ability to manage and analyse information;
- Good organizational and logistical skills;
- Ability to handle confidentiality.

**Advantages:**

- Knowledge and understanding of tertiary educational institutions and their operations.
- Ability to communicate in isiZulu.

**The total remuneration package offered includes benefits. Appointment is on Conditions of Service 2012.**

**The closing date for receipt of applications is 24 February 2017.**

**Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za).**

**Completed forms may be sent to [recruitment-jm@ukzn.ac.za](mailto:recruitment-jm@ukzn.ac.za).**

**Advert Reference Number MUST be clearly stated in the subject line.**