

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 the designated groups

COLLEGE OF HEALTH SCIENCES

**SCHOOL OF HEALTH SCIENCES
ADMINISTRATIVE OFFICER (SCHOOL FINANCE)
(PEROMNES GRADE 10)
WESTVILLE CAMPUS
REFERENCE NO: HS02/2019**

The successful incumbent will provide financial administration services and related assistance to the Dean and Head of School, Manager: School Operations, staff (research, academic and support), students as well as to any external bodies operating within the School.

Minimum Requirements:

- Matric plus one year relevant qualification
- Three year's relevant experience in a similar environment
- Sound Knowledge of bookkeeping and financial practice
- High level of competency in word processing and spreadsheet

Advantages:

Three years' experience with Enabler system (Finance and Human Resources)

This post reports to the Manager: School Operations. Enquiries regarding this post may be directed to Mr V Govender, on 031-260 7925. The job profiles are available from Mr TS Mpembe, tell: 031 260 7886 or e-mail: mpembet@ukzn.ac.za

Appointment to this post will be on the January 2018 Conditions of Service

The remuneration package offered includes benefits.

The closing date for receipt of applications is 08 March 2019.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Recruitment-chs@ukzn.ac.za.

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