

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to provide representivity within the institution.**

**Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**SCHOOL OF ACCOUNTING, ECONOMICS & FINANCE  
SELF-FUNDED TEACHING PROGRAMMES (SFTP)**

**ADMINISTRATIVE OFFICER: FINANCE & HR  
2 Year Fixed-term (PEROMNES GRADE 10)**

**WESTVILLE CAMPUS  
REF NO: AEF01/2022**

The School of Accounting, Economics and Finance seeks to appoint an administrative officer on a fixed-term contract. S/he will be primarily responsible for financial and general HR administration of the Self-Funded Teaching Programmes (SFTP) Unit, which will include but not be limited to procurement, cost centre reconciliation, processing salary appointment forms, cost recovery, extracting and maintaining accurate financial records, and compiling financial reports. S/he will also be required to perform general administrative duties from time to time.

The incumbent must be proficient in English, and will be required to have a high level of competency in word processing and spreadsheets; and good interpersonal, communication and writing skills.

The incumbent will report to the Director of the Self-Funded Teaching Programmes Unit, and will be based on the Westville Campus.

**Minimum Requirements:**

- Matric plus a one year relevant qualification (preferably in financial administration or bookkeeping);
- Three years relevant experience in a in a University/tertiary education environment;
- Experience in the use of the ITS system;
- Computer proficiency in word processing and spreadsheet packages.

Enquiries and details regarding this post, as well as requests for the job profile may be directed via e-mail [Nomlalabc@ukzn.ac.za](mailto:Nomlalabc@ukzn.ac.za).

**The remuneration offered will be in accordance with the University's policy on fixed-term appointments.**

Short-listed candidates may be required to undergo a skills test.

**The closing date for receipt of applications is Monday, 28 February 2022.**

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

**Completed application forms may be sent to [RecruitmentLMS@ukzn.ac.za](mailto:RecruitmentLMS@ukzn.ac.za).  
Advert Reference Number MUST be clearly stated in the subject line.**