

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.

INSTITUTIONAL PLANNING AND GOVERNANCE DIVISION (IPG)

**ADMINISTRATIVE OFFICER – 20 MONTH FIXED TERM CONTRACT
(PEROMNES GRADE 10)
INSTITUTIONAL PLANNING
REF NO. IP 02/2024**

Institutional Planning (IP) at UKZN reports to the Executive Director (IPG). The department focuses primarily on statutory reporting to DHET in the areas of student, staff, and space as well as the provision of management information (MI) to support college and school operations, planning and decision-making processes at UKZN. IP coordinates and undertakes holistic institutional planning in collaboration with academic and professional services sectors.

The incumbent will provide secretarial assistance and comprehensive administration to the IP department. S/he should possess excellent communication skills. This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure. The incumbent will report to the IP Manager.

MINIMUM REQUIREMENTS

- Matric with Maths plus Diploma (NQF 6)
- At least 5 years' experience in a busy and pressurised environment in a large organisation.
- High level of competency in Microsoft Office suite

ADVANTAGES

- Experience with minute taking;
- Experience at a higher education institution

Short-listed candidates may be required to undertake a presentation or a skills test.

Remuneration is based on the University's proposed rates for fixed-term contracts.

To apply please click on the link: <https://ukzn.ci.hr> or copy this link to Microsoft Edge to open.

The closing date for receipt of applications is 23 February 2024

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process