

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.

REGISTRAR DIVISION

**ADMINISTRATIVE OFFICER
GOVERNANCE & ADMINISTRATION
FIXED TERM CONTRACT APPOINTMENT (9 Months)
(PEROMNES GRADE 10)
BASED AT WESTVILLE CAMPUS**

REG 03/2024

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.

This post reports to the Director Governance and Administration.

Minimum Requirements:

- Matric
- A minimum of a 1 year post matric qualification
- Two (2) years' experience post-qualification in a higher education environment that includes organisational and project/office management skills.
- Demonstrated experience in Financial administration or management.
- Computer Literacy, including use of ITS (Integrated Tertiary Systems).

Enquiries regarding this post may be directed to Mrs. Cynthia Mbuli at mbulic@ukzn.ac.za and or 031 260 3378

To apply please click on the link <https://ukzn.ci.hr/applicant/index.php> **OR visit the career portal on** <https://ukzn.ac.za/>

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.