

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE
ASSISTANT ADMINISTRATIVE OFFICER (SCHOOL FINANCE)
(PEROMNES GRADE 11)
SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES
PIETERMARITZBURG CAMPUS

REF NO.:AEES03/2016

The incumbent will provide a financial administrative service to the Manager, School Operations. S/he will be primarily responsible for financial and general administration, procurement, cost centre reconciliation, processing salary appointment forms, cost recovery, extracting financial reports and maintaining asset register.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:

- Matric plus one year relevant qualification
- Two years relevant financial administration experience in a similar environment
- Experience in word-processing and spreadsheets
- A valid driver's licence

Shortlisted candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Mbalenhle Gumbi, on e-mail: gumbim@ukzn.ac.za

Appointment to this post will be on the January 2012 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 11 March 2016.

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-aes@ukzn.ac.za Advert Reference Number MUST be clearly stated in the subject line.