

**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

**ADMINISTRATIVE OFFICER (HIGHER DEGREES AND RESEARCH)
(PEROMNES GRADE 10)
SCHOOL OF CHEMISTRY AND PHYSICS
WESTVILLE CAMPUS**

REF NO. CP04/2016

The incumbent will provide a comprehensive Higher Degrees, Research, and administrative support function to the School's postgraduate students (Honours, Masters, Doctoral and Postdoctoral), to ensure an efficient, organised and co-ordinated postgraduate student service to the School.

The incumbent will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus a relevant one year qualification
- Three years relevant experience in student administration
- Experience in the use of SMS or equivalent student mark management system
- High level of competency in word-processing and spreadsheets
- Experience in report writing and minute taking

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

Enquiries and details regarding this post, including requests for a job profile, may be directed to Mrs VA Mackrory, 033 260 5667 or email : mackrory@ukzn.ac.za

All other recruitment related enquiries may be directed to Mrs Cynthia Bhebhe on 033 260 5277 or e-mail: Bhebhec@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 4 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 must be sent to Recruitment-aes@ukzn.ac.za

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

