

The University of KwaZulu-Natal (UKZN) is committed meeting the objectives of Employment Equity to improve representivity within the Institution

COLLEGE OF HUMANITIES

SCHOOL OF BUILT ENVIRONMENT AND DEVELOPMENT STUDIES

ADMINISTRATIVE OFFICER (RESEARCH AND HIGHER DEGREES)

HOWARD COLLEGE CAMPUS

PEROMNES GRADE 10

REFERENCE NUMBER: BEDS04/2017

The School of Built Environment and Development Studies is a multi-disciplinary research and teaching school with disciplines of architecture, community development, development studies, housing, planning and population studies. The disciplines in the School combine undergraduate and post-graduate teaching, research and community engagement.

The successful candidate will be placed in the Higher Degrees and Research Administration Office to provide an administrative service and efficient support necessary for the programmes. S/he will also provide comprehensive student and programme administrative service in the area of postgraduate and general programme administration in within this office. The successful candidate will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one year post-school qualification
- Three years relevant experience in similar environment
- Proven experience in research and postgraduate student administration
- Experience in the use of SMS and ITS
- Experience in minute taking and committee administration

Shortlisted candidates may be required to undergo a skills test.

The remuneration package offered includes benefits.

Appointment to these positions will be on the January 2012 Conditions of Service

The closing date for receipt of applications is 03 February 2017

Enquiries and details regarding this post may be directed to Nompilo Mthembu, e-mail: mthembun@ukzn.ac.za

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za

Completed forms may be sent to Recruitment-humanities@ukzn.ac.za

Please state the advert reference number in your subject line.