**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.**

**STUDENT SERVICES DIVISION**

**OPERATIONS OFFICER**

**(DATA CAPTURE, CREDITORS, PROCUREMENT)**

**(PEROMNES GRADE 9)**

**STUDENT SUPPORT FINANCE**

**WESTVILLE**

**REF NO. SS02/2018**

The position of Operations Officer is multi-tasked and includes responsibilities in data capture, creditors and procurement.

The incumbent is mainly responsible for capturing journals, validating documents, processing supplier transactions, and maintaining records. S/he will also be responsible for procurement processes and will provide assistance in other key functional areas.

**Minimum Requirements**:

* Grade 12 and relevant 3-year Diploma (with accounting major)
* Three (3) years’ relevant accounting experience
* A working knowledge of Windows-based MS Office applications, Creditors’ and Procurement systems
* Experience in supplier payment processes and reconciliations
* Experience in Procurement
* An ability to scrutinise documents for compliance and accuracy.

**Advantages**:

* Prior experience in a high-volume data capturing, creditors and procurement function
* Experience on the ITS software package
* Higher Education Institutional experience.

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

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 31 January 2018.**

**Applicants are required to complete the relevant application form, which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to** **Recruitment-jm@ukzn.ac.za**

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