

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

**HELP DESK ASSISTANT
(PEROMNES GRADE 12)**

**STUDENT RESIDENCE AFFAIRS
HOWARD COLLEGE**

REF NO. SS03/2018

The Help Desk Assistant provides general administration and secretarial support to the department, and is the receptionist for the department.

Minimum Requirements:

- Grade 12 and a 1-year secretarial course.
- Two (2) years' relevant experience in student administration.
- Good communication skills – verbal and written.
- Computer skills – MS Word, MS Excel

Preferential Requirements:

- Previous experience in residence administration in a higher education institution.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 2 February 2018..

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 submitted to Recruitment-jm@ukzn.ac.za.

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