

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 in accordance with our Employment Equity Plan.

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**ASSISTANT ADMINISTRATIVE OFFICER (SCHOOL FINANCE)  
(PEROMNES GRADE 11)  
SCHOOL OF ENGINEERING  
HOWARD COLLEGE CAMPUS**

**REF NO: ENG01/2019**

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, processing salary appointment forms and claims, cost recovery and extracting financial reports.

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 wordprocessing and spreadsheets.

**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 Nondumiso Cele, on e-mail: [Celen12@ukzn.ac.za](mailto:Celen12@ukzn.ac.za)

**Appointment to this post will be on the January 2018 Conditions of Service.**

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

**The closing date for receipt of applications is 25 January 2019.**

**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 may be sent to [Recruitment-aes@ukzn.ac.za](mailto:Recruitment-aes@ukzn.ac.za). Advert Reference Number MUST be clearly stated in the subject line.**