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.

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ASSISTANT ADMINISTRATIVE OFFICER (2 posts)
(PEROMNES GRADE 11)
SCHOOL OF LIFE SCIENCES
WESTVILLE CAMPUS

REFERENCE NO.: LS01/2019

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The School seeks to appoint a motivated person to provide administrative support on the Westville campus. He/she will provide assistance to students at reception, attend to telephonic queries, and all other reception functions, arrange consultation between students and academic staff, record and maintain student correspondence, registration and exam results. He/she will liaise with College Student Administration office regarding student matters, capture and maintain student mark records on SMS, collate DP marks, assist with DP refusals and appeal processes, prepare reports for exam committee meetings, administer exam process in the School and handle queries with regards to exams and results. In addition he/she will be required to provide administrative support to the Academic Leader : Research and Higher Degrees.

This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills.

The incumbent will report to the Principal Administration Officer.

Minimum Requirements:
- Matric
- 1 year relevant qualification and 2 years work experience in a student administration environment
- Experience in word processing and spreadsheets
- Experience in the use of Student Management System (SMS) or equivalent.

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

Enquiries and details regarding this post, as well as requests for the job profile may be directed to the Principal Administrative Officer, Mrs Devashnee Chinniah on (031) 260 8317 or email chinniahd@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 8 February 2019.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Recruitment-aes@ukzn.ac.za
Advert Reference Number MUST be clearly stated in the subject line.