

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.

**ASSISTANT ADMINISTRATIVE OFFICER (2 POSTS)
(PEROMNES GRADE 11)
REGISTRAR'S DIVISION
UNIVERSITY CENTRAL
LEGAL SERVICES DEPARTMENT**

REF NO: REG 01/2020

The administrator will provide administrative services to the Legal Advisor/Director of Legal Services & Contracts Management which includes administration, financial administration and secretarial functions

Minimum Requirements:

- Grade 12 plus one year relevant qualification;
- 3 years relevant experience;
- Proven appropriate computer skills

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs Londiwe Makhanya, 031 2607916 or email: MakhanyaL@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 07 February 2020

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-lm@ukzn.ac.za. The advert reference number MUST be clearly stated on the subject line