

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the Intention to promote representativity within the Institution.

Preference will be given to applicants from the African designated groups.

COLLEGE OF HUMANITIES

**ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)**

COLLEGE DEAN: RESEARCH OFFICE (HOWARD COLLEGE CAMPUS)

REFERENCE NUMBER : HUM01/2020

The Office of the College Dean of Research seeks to appoint an individual to provide professional administrative services to the College. The successful incumbent will be required to render an effective and efficient administrative service on matters of Research and Postgraduate endeavours in order to help enhance the research profile and productivity in the College.

To assist the Dean of Research with this task, an Administrative Officer will do the following:

- Please refer to the attached Job profile

Minimum Requirements

- Matric plus one-year relevant qualification
- Three (3) years administrative work experience in a Higher Education Institution
- Relevant experience in the administration of research related projects and activities in a Higher Education Institution
- Relevant experience with office finance administration
- Sound and appropriate business computer literacy skills and knowledge
- Sound interpersonal skills

Shortlisted candidates may be required to undergo a skills test.

The remuneration will be in accordance with the University's policy on permanent appointments. The total remuneration package offered includes benefits

The closing date for receipt of applications is **Friday, 14 February 2020**

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University's website at www.ukzn.ac.za.

Completed forms must be sent via e-mail to (recruitment-humanities@ukzn.ac.za)

The advert Reference Number must be clearly stated in the subject line