

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 the designated groups in accordance with Employment Equity.

COLLEGE OF HUMANITIES

PROJECT ADMINISTRATOR

SCHOOL OF EDUCATION

CRITICAL SOCIAL JUSTICE AND CITIZENSHIP MODULE

EDGEWOOD CAMPUS

(3 YEARS FIXED-TERM APPOINTMENT)

REFERENCE NUMBER: ED02-2024

The incumbent will provide comprehensive and effective administrative support to the Project Manager of the Critical Justice project and be mainly responsible for the project administration both operationally and financially. S/he will be expected to assist with the general office administration, budget control and regular financial reports. S/he must be able to understand the academic/intellectual engagements and interact with our prospective participants at that level. S/he will report to the Project Manager.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year post-school qualification
- Three years' experience in a similar environment
- Experience in the use of spreadsheets and word processing
- Experience in minute taking.

The remuneration package offered includes benefits.

Appointment to this position will be on the January 2018 Conditions of Service

The closing date for receipt of application is 01 February 2024

Applicants are required to complete the relevant application form which is available on the

Vacancies page of the University website at www.ukzn.ac.za

Enquiries and details regarding this post may be directed to Mr. M. Kubheka, e-mail: kubhekam@ukzn.ac.za

Completed application forms must be sent to recruitment-humanities@ukzn.ac.za

Please state the advert reference number in your subject line.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process