

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 African designated groups.

UNIVERSITY TEACHING AND LEARNING OFFICE
QUALITY PROMOTION AND ASSURANCE

ADMINISTRATIVE OFFICER
HOWARD COLLEGE CAMPUS – INNOVATION BUILDING
(PEROMNES GRADE 10)

REF: TL 03/2015

The incumbent will be required to carry out administrative and secretarial tasks within Quality Promotion & Assurance, to act as Personal Assistant to the Director of QPA and to coordinate and assist with the administrative functions of the Director and College Quality Consultants. Duties will include:

General Administration (Electronic diary management, Organising workshops, seminars, audits and school/programme/unit reviews). Financial Administration (Ensuring budget maintenance and provision of cost centre reports. Human Resources (Recruitment, selection and appointment of staff). The incumbent will be expected to travel to all campuses across UKZN (Pietermaritzburg, Edgewood, Westville and Medical School)

MINIMUM REQUIREMENTS

- Senior Certificate plus a one (1) year administrative qualification;
- Four (4) years' experience in an administrative support function in a higher education institution or relevant body;
- Relevant computer packages including advanced word processing, spreadsheets, databases
- Knowledge of financial and administrative systems and processes in a large higher education institution
- Driver's Licence

The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Noxolo Hlathi 031 2607916 or e-mail: hlathin@ukzn.ac.za

The closing date for receipt of applications is 22 July 2015

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-nh@ukzn.ac.za.

The advert reference number MUST be clearly stated in the subject line.