

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.

**COLLEGE OF HUMANITIES
ASSISTANT ADMINISTRATIVE OFFICER
(PEROMNES GRADE 11)
COLLEGE DEAN OF RESEARCH OFFICE
HOWARD COLLEGE CAMPUS
REFERENCE NO: HUM17/2017**

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 for matters associated with Research in order for the Office to be as effective as possible to enhance the research profile and productivity in the College.

The incumbent will report to the Dean of Research

MINIMUM REQUIREMENTS:

- Matric plus a one-year relevant qualification;
- Two years relevant experience in a student administrative environment at tertiary level;
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel);
- Relevant experience in the use of the Student Mark Management System (SMS) & ITS;
- Experience in minute taking

Shortlisted candidates may be required to undergo a skills test.

The remuneration package offered includes benefits.

Appointment to these positions will be on the January 2012 Conditions of Service if applicable

The closing date for receipt of applications is 17 July 2017

Enquiries and details regarding this post may be directed to Nompilo Mthembu, e-mail: mthembun@ukzn.ac.za

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 Completed forms may be sent to Recruitment-humanities@ukzn.ac.za