

University of KwaZulu-Natal 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

RE-ADVERTISEMENT

COLLEGE OF LAW AND MANAGEMENT STUDIES

SCHOOL OF LAW

**ASSISTANT ADMINISTRATIVE OFFICER: RESEARCH & HIGHER DEGREES (1POST)
(PEROMNES GRADE 11)**

HOWARD COLLEGE CAMPUS

REFERENCE NO.: L01/2017

The School of Law is looking to appoint a Research & Higher Degrees Assistant Administrative Officer on a permanent basis on the Howard College campus. The incumbent will also be required to assist with undergraduate teaching administration. The incumbent must be proficient in English, and must possess a high level of competency in word processing and spreadsheets; and good interpersonal, communication and writing skills.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:

- Matric plus a one year relevant diploma and;
- Two years relevant experience in higher degrees or postgraduate administration in a student administrative environment at tertiary level;
- Relevant experience in the use of the Student Mark Management System (SMS) & ITS;
- High level of computer proficiency in word processing and spreadsheets;

Advantages:

- Experience in the use of the Higher Degrees Management System (HDMS);
- Good interpersonal and communication skills; and
- Experience in minute taking.

The closing date for receipt of applications is Tuesday, 25 July 2017.

Communication will be limited to the short-listed candidates.

Shortlisted candidates may be required to undergo a skills test.

Appointments to these posts will be on the January 2012 UKZN Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and experience of the successful applicant.

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-landm@ukzn.ac.za.

Please state the advert reference number in your subject line.

Candidates who applied previously need not apply