

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 designated groups in accordance with our Employment Equity Plan.

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**ADMINISTRATIVE OFFICER  
(PEROMNES GRADE 10)  
SCHOOL OF ENGINEERING  
HOWARD COLLEGE CAMPUS**

**REF NO.: ENG07/2018**

The incumbent will work closely with the Manager: School Operations, the Principal Administrative Officer and the Dean and Head of School to provide the administrative support and secretarial services in relation to the decision making, management and human resource administration of the School. S/he may also be expected to supervise some administrative staff.

The incumbent will report to the Manager: School Operations.

**Minimum Requirements:**

- Matric plus one (1) year relevant qualification
- Three (3) years relevant experience in a similar environment
- Experience and competency word-processing and spreadsheets
- Proven experience in minute taking and report writing

Short-listed candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Thobeka Mbunjana, 031 2604106 or email: [mbunjanat@ukzn.ac.za](mailto:mbunjanat@ukzn.ac.za)

All other recruitment related enquiries may be directed to Ms Mbalenhle Gumbi, 033 2605198 or email [gumbim@ukzn.ac.za](mailto:gumbim@ukzn.ac.za)

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

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 16 July 2018.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [Recruitment-aes@ukzn.ac.za](mailto:Recruitment-aes@ukzn.ac.za)**

**Advert Reference Number MUST be clearly stated in the subject line.**