**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 LAW AND MANAGEMENT STUDIES

### SCHOOL OF ACCOUNTING, ECONOMICS AND FINANCE

### SELF-FUNDED TEACHING PROGRAMME (SFTP)

### ADMINISTRATIVE ASSISTANT (2 Posts)
### 2 Year Fixed-Term Contract
### (PEROMNES GRADE 10)

### Westville Campus

### REFERENCE NO.: AEF03/2020

The School of Accounting, Economics and Finance seeks to appoint an administrative assistant, on a two-year fixed term contract. The successful incumbent will be required to render an effective and efficient administrative service to the Self-Funded Teaching Programme within the School and assist with some main stream module administration.

Duties will include, but not be limited to processing SFTP applications, module administration, and student/staff queries associated with the position. The incumbent must be proficient in English, and will be required to have a high level of competency in word processing and spreadsheets; and good interpersonal, communication and writing skills.

This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills.

The incumbent will report to the Programme Manager of the Self-Funded Teaching Programme, and will be based on the Westville Campus.

**Minimum Requirements**:
- Matric plus one year relevant qualification;
- Two years' relevant experience as a teaching and learning administrator at tertiary level;
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel); and
- Relevant experience in the use of the Student Mark Management System (SMS).

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Ms Mbatani, 031 260 8232 or e-mail: Mbatani@ukzn.ac.za.**

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

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

**The closing date for receipt of applications is Tuesday, 30 July 2020.**

**Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page of the University website at www.ukzn.ac.za.**

**Completed application forms may be sent to RecruitmentLMS@ukzn.ac.za.**
**Advert Reference Number MUST be clearly stated in the subject line.**