

**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**

**ADMINISTRATIVE OFFICER (TEACHING AND LEARNING)  
2YEAR FIXED-TERM CONTRACT  
SCHOOL OF ACCOUNTING, ECONOMICS, AND FINANCE  
SELF-FUNDED TEACHING PROGRAMME (SFTP)  
(PEROMNES GRADE 10)  
WESTVILLE CAMPUS**

**REFERENCE NO.:AEF21/2023**

The School of Accounting, Economics, and Finance seeks to appoint an administrative officer, 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 mainstream module administration.

Duties will include but are not limited to processing SFTP applications, module administration, HR and Finance 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 organizational 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;
- Three years' relevant experience as a teaching and learning administrator at the 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).

**The total remuneration package offered includes benefits. Appointment to this post will be on the January 2018 Conditions of service.**

**The closing date for receipt of applications is 28 July 2023. The University, however, reserves the right to re-advertise the above position to facilitate further searches and increase the pool of applicants, and the right to not appoint and/or stop the recruitment process at any stage.**

Enquiries regarding this post may be directed to Prof Bomi Nomlala on email: [nomlalabc@ukzn.ac.za](mailto:nomlalabc@ukzn.ac.za)

The job profile, can be obtained from Nthabiseng Ralethohlane on e-mail: [RalethohlaneN@ukzn.ac.za](mailto:RalethohlaneN@ukzn.ac.za).

Applicants are required to complete the relevant (Academic or Support) application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za) under vacancies.

Completed applications must be sent to [recruitmentlms@ukzn.ac.za](mailto:recruitmentlms@ukzn.ac.za)

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

Please note that due to the large number of applications we envisage to receive; only shortlisted

candidates will be contacted

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*