

**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**

**ADMINISTRATIVE OFFICER X 3 TO THE COLLEGE DPS**

**(HOWARD COLLEGE CAMPUS)**

**(PEROMNES GRADE 10)**

**OFFICE OF THE DIRECTOR PROFESSIONAL SERVICES (DPS)**

**FIXED TERM CONTRACT (1 YEAR)**

**REFERENCE NO: HUM11/2023**

The College Office of the Director Professional Services (DPS) seeks to appoint three Administrative Officer's on a one year fixed term contract. The College Office houses a number of portfolios including Student Academic Services, Finance, Human Resources, Public Relations and Student Support Services.

The incumbent will be required to provide comprehensive administrative and secretarial support to the Director Professional Services, the College portfolios and engage professionally and efficiently with both internal and external stakeholders in keeping with the REAChT values. The primary Key Performance Areas are (1) College Office Administration including financial administration, (2) Secretarial services to the DPS (3) DPS Committee administration and filling.

The incumbent will report to the College Director Professional Services (DPS).

**Minimum Requirements:**

- Matric plus one-year relevant qualification;
- Three years' relevant experience as an Administrative Officer/Personal Assistant to Senior Management at tertiary level;
- Experience in financial administration
- A high level of proficiency in Outlook, MSWord and spreadsheets (Excel), MS Teams and Zoom.

**Communication will be limited to the short-listed candidates.**

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

**The remuneration will be paid in accordance with the University's policy on fixed term appointments.**

Enquiries and details regarding this post may be directed to Mrs Anusha Moodley at [Moodleya@ukzn.ac.za](mailto:Moodleya@ukzn.ac.za)

**The closing date for receipt of applications is 14 July 2023.**

**Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page**

**<http://vacancies.ukzn.ac.za/Home.aspx> of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za).**

**Completed application forms may be sent to Mrs Anusha Moodley at [Moodleya@ukzn.ac.za](mailto:Moodleya@ukzn.ac.za). The advert Reference Number MUST be clearly stated in the subject line.**

**The university reserves the right not to make an appointment.**

***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 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.***