

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 the designated groups in accordance with our Employment Equity plan

COLLEGE OF LAW AND MANAGEMENT STUDIES

**LED ADMINISTRATIVE OFFICER (FIXED TERM CONTRACT – 15 MONTHS)
GRADUATE SCHOOL OF BUSINESS AND LEADERSHIP
(PEROMNES GRADE 10)
PIETERMARITZBURG CAMPUS**

REF NO.:LEDTEA02/2023

The primary responsibility of the incumbent in this role is to deliver comprehensive and efficient administrative support to the Local Economic Development (LED) Manager of the EDTEA-UKZN project. The successful candidate will be tasked with ensuring the smooth operation of various projects and managing the online delivery of training courses associated with the project. This position requires an individual who has the ability to work independently and accurately under pressure. The incumbent will be required to frequently travel to various project sites in KZN. Additionally, they will be responsible for compiling accurate quarterly reports on the project's outcomes in accordance with EDTEAs requirements. This is an externally funded position, contingent upon funding availability from EDTEA. The incumbent will report to the LED Manager.

Minimum Requirements:

- Matric plus 1-year relevant qualification
- 2 - 3 years relevant experience in project and event administration in a higher education or relevant government department
- Computer proficiency in Microsoft packages (Word, Excel and PowerPoint) and online platforms i.e. Microsoft Teams and Zoom.
- Experience in minute taking and excellent administration skills
- Experience with organizing conferences and events.

The closing date for receipt of applications is 1 August 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 rledi@ukzn.ac.za.

The job profile, can be obtained from Ms. Nthabiseng Ralethohlane or e-mail: ralethohlanen@ukzn.ac.za.

Applicants are required to complete the relevant support application form which is available on the Vacancies website at www.ukzn.ac.za.

Completed applications must be sent to recruitmentlms@ukzn.ac.za

Applicants who have previously applied for post reference number LEDTEA01/2023 need not reapply.

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.