

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.  
For this position applications are invited from African Males and African Females  
and People with Disabilities.**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**ASSISTANT ADMINISTRATIVE OFFICER (SCHOOL FINANCE)  
(PEROMNES GRADE 11)  
SCHOOL OF CHEMISTRY & PHYSICS  
WESTVILLE CAMPUS**

**REF NO: CP11/2013**

The incumbent will provide a financial administrative service to the Manager, School Operations. S/he will be primarily responsible for financial and general administration, procurement, processing salary appointment forms and claims, and cost recovery.

The incumbent will report to the Manager: School Operations.

**Minimum Requirements:**

- Matric plus one year relevant qualification
- Two years relevant financial administration experience
- Experience in wordprocessing and spreadsheets.

**Shortlisted 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, 033 260 5667 or e-mail: [Mackrory@ukzn.ac.za](mailto:Mackrory@ukzn.ac.za)

**Appointment to this post will be on the January 2012 Conditions of Service.**

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

**The closing date for receipt of applications is 28 June 2013.**

**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 must 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.**