

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.

UNIVERSITY TEACHING AND LEARNING OFFICE

**ADMINISTRATIVE OFFICER
(Three Year Fixed term Contract)
(PEROMNES GRADE 10)
HOWARD COLLEGE CAMPUS**

REF NO: TL06/2014

The incumbent is responsible for coordinating and managing a range of projects, implementing the events plan and promoting the university teaching & Learning Office. This involves coordination of the annual T & L Conference; coordination of the UTLO Seminar Series; coordination and hosting of regular workshops, symposia and colloquia; coordination of the visits and activities of international scholars, including Fulbright Fellows and managing the UTLO Website.

Minimum requirements:

- A three year Diploma
- Two years relevant work experience in Project Management, Website management and/or related fields;
- Experience in Public Relations work, eg planning and organising events;
- Experience in taking minutes;
- Working knowledge of MS Office Packages and Spreadsheets, including Website Management and Project Management programmes

Advantages:

- Advanced skills in database and website construction

The closing date for applications is 27 June 2014.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr SA Moodley, 031 2603378 or e-mail: moodleys60@ukzn.ac.za . Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to recruitment-support1@ukzn.ac.za. The advert reference number must be clearly stated in the subject line.