

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 AGRICULTURE, ENGINEERING AND SCIENCE**

**ADMINISTRATIVE OFFICER  
(PEROMNES GRADE 10)  
(TWO YEAR FIXED TERM APPOINTMENT)  
SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES  
PIETERMARITZBURG CAMPUS**

**REF NO.: AEES09/2017**

The successful applicant will work closely with Professor Laing, Director of African Centre for Crop Improvement (ACCI). S/he will provide effective and efficient administrative services to ACCI staff and postgraduate students; manage multiple research projects; financial and budget control, cost centre management, purchases, journal reconciliations, bursaries, appointments, project proposals, budgets and reports to funders; initiate HR processes in the ACCI; make international travel arrangements.

The incumbent will report to the Director of ACCI

**Minimum Requirements:**

- Matric plus one year relevant qualification
- Three years relevant experience in financial administration or similar environment
- A high level of competency in word processing and spreadsheets;
- Motor vehicle driver's licence (manual transmission) with a minimum of 12 months practical driving experience

Shortlisted candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Ms Mbalenhle Gumbi on 033 260 5198 or email: [gumbim@ukzn.ac.za](mailto:gumbim@ukzn.ac.za).

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

**The closing date for receipt of applications is 04 July 2017**

**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 may 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.**