

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 LAW & MANAGEMENT STUDIES

SCHOOL OF ACCOUNTING, ECONOMICS AND FINANCE

**ASSISTANT ADMINISTRATIVE OFFICER (TEACHING ADMINISTRATION) (1POST)
(PEROMNES GRADE 11)**

WESTVILLE CAMPUS

REFERENCE NO.: AEF07/2017

The School of Accounting, Economics and Finance is seeking to appoint an assistant administrative officer on the Westville campus. The incumbent will be responsible for, but not be limited to, module administration in the School. The incumbent must possess a high level of competency in word processing and spreadsheets; and also have good interpersonal, communication and writing skills.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:

- Matric plus a one year relevant qualification; and
- Two years relevant experience in a student administrative environment at tertiary level;
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel).
- Relevant experience in the use of the Student Mark Management System (SMS);
- Experience in minute taking.

The closing date for receipt of applications is Friday, 30 June 2017.

Communication will be limited to the short-listed candidates.

Shortlisted candidates may be required to undergo a skills test.

Appointments to these posts will be on the January 2012 UKZN Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and experience of the successful applicant.

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

Completed forms may be sent to recruitment-landm@ukzn.ac.za

Please state the advert reference number in your subject line.