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 HUMANITIES

STUDENT FUNDING

HELPDESK/RECEPTIONIST

(PEROMNES GRADE 11)

EDGEWOOD COLLEGE CAMPUS

REF NO.: HUM14/2017

The successful candidate will report to the Senior Advisor and will provide administrative support to the Financial Aid Advisors in the College: receive, direct visitors and students in the financial aid office.

MINIMUM REQUIREMENTS

- Matric plus one year relevant qualification;
- Two years relevant experience dealing with students;
- Computer skills in MS Word, Excel, Spreadsheets
- Knowledge of Integrated Software Systems.

Shortlisted candidates may be required to undergo a skills test

The remuneration package offered includes benefits.

Appointment to these positions will be on the January 2012 Conditions of Service if applicable

The closing date for receipt of applications is 27 June 2017

Enquiries and details regarding this post may be directed to Nompilo Mthembu, e-mail: mthembun@ukzn.ac.za

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-humanities@ukzn.ac.za