

**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, which includes people with disabilities.**

**COLLEGE OF HUMANITIES**

**ASSISTANT ADMINISTRATIVE OFFICER (TEACHING AND LEARNING)**

**HOWARD COLLEGE CAMPUS**

**PEROMNES GRADE 11**

**REFERENCE NUMBER: HUM16/2017**

The incumbent will be placed in the Dean of Teaching and Learning's Office and s/he will provide administrative support. S/he will need to have the ability to pay attention to detail and be able to work under pressure. S/he will perform other administrative duties within the student administration operations. S/he will report to the Dean of Teaching and Learning.

**MINIMUM REQUIREMENTS:**

- Matric plus one year relevant qualification;
- Three years relevant experience in student administration;
- Proven experience in undergraduate;
- Proven experience in the use of the ITS financial and student administration system;
- Experience in word processing and spreadsheets; and
- Experience in minute taking

**The remuneration package offered includes benefits.**

**Appointments to this post will be on the January 2012 UKZN Conditions of Service, where applicable.**

**The closing date for receipt of applications is 27 June 2017**

**Enquiries and details regarding this post may be directed to: e-mail:**  
[MngadiB1@ukzn.ac.za](mailto:MngadiB1@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.vacancies.ukzn.ac.za](http://www.vacancies.ukzn.ac.za)**

**Completed forms may be sent to [Recruitment-humanities@ukzn.ac.za](mailto:Recruitment-humanities@ukzn.ac.za)**

**Please state the advert reference number in your subject line.**