**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.**

**RESEARCH DIVISION**

**ASSISTANT ADMINISTRATIVE OFFICER**

**(PEROMNES GRADE 11)**

**INQUBATE**

**HOWARD COLLEGE**

**REF NO. RO10/2018**

The Assistant Administrative Officer will be responsible for providing secretarial services to the Director, and comprehensive administrative support and reception function to UKZN InQubate. Main duties include:-

* Reception
* General Administration
* Project and Financial Administration
* General Office duties as determined by management with regard to the operational needs of UKZN InQubate.

**Minimum Requirements**:

* Matric plus two years’ relevant experience (i.e. in reception, general office, project and financial administration)
* Computer literacy with knowledge of\_ and proficiency in Windows and MS Office applications (Word, Excel and Powerpoint)
* Own transport in order to ensure ability to travel to various campuses and to meetings off-site as and when required.

Short-listed candidates may be required to undertake a skills test.

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

**The closing date for receipt of applications is 7th July 2018.**

**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 must be sent to** **Recruitment-jm@ukzn.ac.za**

**Advert Reference Number MUST be clearly stated in the subject line.**