

**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**

**RECEPTIONIST**

**SCHOOL OF EDUCATION**

**EDGEWOOD CAMPUS**

**REFERENCE NUMBE: ED11/2018**

The incumbent will provide frontline professional service to the clients of the School and the College Office. This will entail running an efficient and welcoming reception environment at all times. S/he will also assist with School Office and School Finance administration. S/he must be well groomed and spoken and in possession of excellent telephone skills. This position reports to the Manager: School Operations.

**MINIMUM REQUIREMENTS:**

- Matric plus a relevant one-year post-school qualification
- Two-year relevant experience in a similar environment
- Proven experience in word processing and spreadsheets
- Excellent command of the English language and IsiZulu
- Excellent telephone etiquette

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

**Total Cost to Employer offered includes benefits.**

**Appointment to this position will be on the January 2018 Conditions of Service.**

**The closing date for receipt of application is 13 June 2018.**

**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](http://www.ukzn.ac.za)**

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Khangelani Sipika, e-mail: [sipika@ukzn.ac.za](mailto:sipika@ukzn.ac.za)

Completed application forms must be sent to [recruitment-humanities@ukzn.ac.za](mailto:recruitment-humanities@ukzn.ac.za)  
Please state the advert reference number in your subject line