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 AGRICULTURE, ENGINEERING AND SCIENCE

ASSISTANT ADMINISTRATIVE OFFICER (RESEARCH AND HIGHER DEGREES)
(PEROMNES GRADE 11)
SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES
PIETERMARITZBURG CAMPUS

REF NO. AEES05/2019

The successful candidate will provide an efficient and effective administrative service for the School, focussed on Research and Higher Degrees.

Core responsibilities include academic programme administration, module administration and Committee administration in the School.

S/he will be responsible for Research and Higher Degrees administration, and general administration. The incumbent will liaise with staff and postgraduate students on all matters related to the Research and Higher Degrees portfolio including student academic administration, and maintaining accurate, relevant and up-to-date information.
The incumbent will report to the Principal Administrative Officer.

Minimum Requirements:

- Matric plus relevant one-year qualification
- Two (2) years relevant work experience in a similar environment
- A high level of competency in the use MS-Office software, particularly Outlook, Word and Excel
- Experience in the use of SMS or equivalent student mark management system

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Ms Philippa McCosh at mccoshp@ukzn.ac.za.

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

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

The closing date for receipt of applications is 5 July 2019.

Applicants are required to complete the relevant application form which is available on the UKZN Vacancies website at http://vacancies.ukzn.ac.za. Completed forms may be sent to Recruitment-aes@ukzn.ac.za

The advert Reference Number MUST be clearly stated in the subject line