

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 in accordance with our Employment Equity Plan.

COLLEGE OF LAW AND MANAGEMENT STUDIES

COLLEGE OFFICE - STUDENT ACADEMIC SERVICES

**ASSISTANT ACADEMIC ADMINISTRATIVE OFFICER (Grade 11)
FIXED TERM CONTRACT (6 months)
WESTVILLE CAMPUS**

REFERENCE NO.: LLMS-LMSAS-02-06/2023

The College Student Academic Services seeks to appoint an Assistant Administrative Officers on a six month contract, from July to December 2023. The successful incumbent will administer the PhD examination process and including Graduation. Additional tasks may include general administration and reception duties, providing a professional and efficient administrative and reception service to students and other stakeholders.

The incumbent must have excellent interpersonal skills and written and verbal communication skills, and be proficient in ITS, Excel, Teams, Outlook and MSWord.

This position requires an individual who has the ability to pay close attention to detail, have the ability to meet stringent deadlines. She/he should also have sound organisational skills and able to work in teams and be driven by meeting tight deadlines.

The incumbents will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus one-year relevant qualification;
- Two years' relevant experience as an Assistant Academic Administrative Officer at tertiary level;
- A high level of proficiency in Outlook, MSWord and spreadsheets (Excel).
- Experience with working with ITS

Advantage:

- Experience working with the PhD Examination process.

Communication will be limited to the short-listed candidates.

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

The remuneration will be in accordance with the University's policy on fixed term appointments.

Enquiries and details regarding this post may be directed to the Principal Academic Officer Ms Prabashini Moodley at moodleyp29@ukzn.ac.za.

The closing date for receipt of applications is 19 June 2023.

The university reserves the right not to make an appointment.

Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page

<http://vacancies.ukzn.ac.za/Home.aspx> of the University website at www.ukzn.ac.za.

Completed application forms may be sent to CollegeOfficeLMS@ukzn.ac.za.

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