

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.

**UNIVERSITY OF KWAZULU-NATAL
COLLEGE OF LAW AND MANAGEMENT STUDIES**

CALL FOR EXPRESSION OF INTEREST:

**ADMINISTRATIVE OFFICER TO THE COLLEGE DPS
FIXED TERM CONTRACT - 3 MONTHS**

An opportunity has arisen in the College Office of the College of Law and Management Studies for an Administrative Officer to the College DPS to be appointed for a fixed term contract three(3) months.

The successful incumbent will provide administrative support to the DPS Office. The College Office houses a number of portfolios including Student Academic Services, Finance, Human Resources, Public Relations and Student Support Services. Although the position is based on the Westville campus, the incumbent will be expected to service the College staff within these portfolios on Westville, Pietermaritzburg and Howard College campuses.

The incumbent will be required to provide comprehensive administrative and secretarial support to the Director Professional Services, the College portfolios and engage professionally and efficiently with both internal and external stakeholders in keeping with the REACHT values. The primary Key Performance Areas are (1) College Office Administration including financial administration, (2) Secretarial services to the DPS (3) DPS Committee administration.

The incumbent will report to the College Director Professional Services (DPS).

Minimum Requirements:

- Matric plus one-year relevant qualification;
- Three years' relevant experience as an Administrative Officer/Personal Assistant to Senior Management at tertiary level;
- Experience in financial administration
- Experience in HR administration
- A high level of proficiency in Outlook, MSWord and spreadsheets (Excel), MS Teams and Zoom.

Interested employees should send an expression of interest explaining how they meet the minimum requirements to perform adequately in the role to Ms Nokukhanya Mbatha (MbathaN3@ukzn.ac.za) by no later than close of business on Tuesday, 04 July 2023.

Ms Mbatha can be contacted at MbathaN3@ukzn.ac.za or by telephone at x7871 for a copy of the job profile if required.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of personal information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.