

**The University of KwaZulu-Natal is committed to Employment Equity  
Applications are invited from Designated Africans**

**COLLEGE OF HEALTH SCIENCES**

**SENIOR ADMINISTRATIVE ASSISTANT  
(GRADE 12)  
(3 MONTHS FIXED TERM APPOINTMENT)  
DISCIPLINE OF FAMILY MEDICINE  
SCHOOL OF NURSING & PUBLIC HEALTH  
HOWARD COLLEGE CAMPUS  
REFERENCE NUMBER: FM01/2015**

The Discipline of Family Medicine wishes to appoint a senior Administrative Assistant on a three (3) months contract to provide administrative support in the Discipline.

The incumbent will be part of the administrative team, to provide administrative, secretarial and support service within the Disciplines and to the academic staff.

**Minimum Requirements:**

- Grade 12, with 1 year relevant qualification and 2 years relevant experience,
- Knowledge of University processes and procedures
- Experience in the administration of Undergraduate and Postgraduate modules
- Good communication skills.
- Some knowledge of basic emergency skills
- Computer literacy with experience in word processing and spreadsheets

**Advantages**

- Experience of working in an academic environment i.e daily interaction with staff &/or students
- Experience in working in a problem based curriculum environment
- Evidence of proficiency in reading and writing medical terminology
- Experience in the use of a Student Management System

This post reports to the Manager: School Operations with dotted line to the Head of Discipline. Enquiries regarding this post may be directed to 031-260 4770.

The closing date for applications is **26 March 2015**.

**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 Miss S Chumia, E-mail address [chumia@ukzn.ac.za](mailto:chumia@ukzn.ac.za). Please quote the advert reference number in your subject line.**