

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.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ADMINISTRATIVE OFFICER (SCHOOL)
(PEROMNES GRADE 10)
SCHOOL OF ENGINEERING
HOWARD COLLEGE CAMPUS**

REF NO.: ENGO7/2016

The incumbent will work closely with the Manager: School Operations and the Dean and Head of School to provide the administrative support and secretarial services in relation to the decision making, management and human resource administration of the School of Engineering. S/he will also supervise some administrative staff.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:

- Matric plus a relevant one year qualification
- Three years relevant experience in a similar environment
- Experience in word-processing and spreadsheets
- Proven experience in minute taking and report writing

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

Requests for a job profile may be directed to Mr R Thakurpersad, 031 2601229 or email Thakurpersada@ukzn.ac.za

All other enquiries regarding this post may be directed to Mrs Adeshini McIntosh, 033 2605017 or email mcintosh@ukzn.ac.za

Appointment to this position will be on the January 2012 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 01 April 2016.

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

Advert Reference Number MUST be clearly stated in the subject line.