

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 HEALTH SCIENCES

**ASSISTANT ADMINISTRATIVE OFFICER (FRONT DESK)
(PEROMNES GRADE 11)
COLLEGE OFFICE
DURBAN CAMPUSES**

REF NO: CHS04/2017

The College of Health Sciences would like to appoint a person to proactively and actively support functions and duties in the College by providing an efficient Enquiry, Front Desk and Administrative Support Service for the various Campuses.

Minimum Requirements:

- Matric/Grade 12/Senior Certificate;
- One year relevant qualification AND
- Two years' relevant experience in general administration.

This post reports to the Project Officer for the College Office. Enquiries regarding this post may be directed to Ms Shirley Ferguson on 031-260 4414. The job profile is available from Mr Aubrey Mbona, tel: 031 260 4450 or e-mail: mbonas@ukzn.ac.za

You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service, where applicable.

The closing date for receipt of applications is 31 March 2017.

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-chs@ukzn.ac.za

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