

**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 LAW AND MANAGEMENT STUDIES**

**SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY & GOVERNANCE  
SELF-FUNDED TEACHING PROGRAMMES (SFTP)**

**SENIOR ADMINISTRATIVE ASSISTANT (1 POST)  
TWO-YEAR FIXED-TERM APPOINTMENT (GRADE 11)**

**PIETERMARITZBURG CAMPUS**

**REFERENCE NO: MIG03/2017**

The successful candidate will be required to render an effective and efficient administrative service to the **MCOM Programme** for SFTP in the School of Management, Information Technology and Governance on the Pietermaritzburg Campus.

**Minimum Requirements:**

- Grade 12 ; and
- A minimum of three years' (3) relevant experience within the University (or Tertiary Education sector).
- A minimum of 2 years' experience in working with student administration software (e.g. SMS, ITS and Moodle);
- A minimum of 2 years' experience in student registration and admission requirements
- A minimum of 1 year experience in use of Turnitin.

**Advantages:**

- Relevant experience in duties attached to an SFTP/NGO environment;

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Mrs Lindiwe Ntshangase**, 0312608764 or e-mail: [Ntshangasel@ukzn.ac.za](mailto:Ntshangasel@ukzn.ac.za)

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

**The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.**

**Shortlisted candidates may be expected to undergo a skills test**

**The closing date for receipt of applications is Sunday, 26 March 2017**

**Applicants are required to complete the relevant application form, which is available on the Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za)**

**Completed forms may be sent to [Recruitment-landm@ukzn.ac.za](mailto:Recruitment-landm@ukzn.ac.za)**

**Please state the advert reference number in your subject line**