

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**

SENIOR ADMINISTRATIVE ASSISTANT (1 POST)

**2-YEAR FIXED-TERM APPOINTMENT (GRADE11)
PIETERMARITZBURG CAMPUS**

REFERENCE NO: MIG01/2018

"Self-funded Teaching Programmes" ("SFTPs") are programmes that are mounted to address a market need and are based on a commercial model. They are distinguished from "mainstream" programmes, which are programmes and courses funded through the University Main Fund (operating) budget. The School seeks to appoint an administrative assistant for SFTPs. The successful candidate will be required to render an effective and efficient administrative service to the SFTPs in the School of Management, Information Technology and Governance on the Pietermaritzburg campus. The nature of the position is such that the incumbent will be required to work after hours so as to service SFTP students who typically attend lectures in the evenings.

Minimum Requirements:

- Matric plus one year relevant qualification;
- A minimum of two years' (2) 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); and
- A minimum of 2 years' experience in student registration and admission requirements

Advantages:

- Relevant experience with duties attached to external funding and related reporting;
- Experience in a front-line position.

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**

Appointment to this post will be on the January 2018 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, 08 April 2018

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

Completed forms may be sent to Recruitment-landm@ukzn.ac.za

Please state the advert reference number in your subject line