

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**  
**ASSISTANT ADMINISTRATIVE OFFICER (SCHOOL FINANCE)**  
**(12-MONTH FIXED-TERM CONTRACT POST - PEROMNES GRADE 11)**  
**SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES**

**PIETERMARITZBURG CAMPUS**

**REF NO.: SAEES05/2022**

The School seeks to appoint a suitably qualified applicant in a fixed-term contract position in Pietermaritzburg.

The incumbent will provide a financial administrative service to the School of Agricultural, Earth and Environmental Sciences. S/he will be primarily responsible for financial and general administration, procurement, cost centre reconciliation, processing salary appointment forms, cost recovery, extracting financial reports and maintaining the asset register.

The incumbent will report to the Manager: School Operations.

**Minimum Requirements:**

- Matric plus one-year relevant qualification
- Two years relevant financial administration experience in a similar environment
- Experience in word-processing and spreadsheets
- Valid drivers licence

**Shortlisted candidates may be required to undergo a skills test.**

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Peter, on 033-260-6075 or by e-mail: [peter@ukzn.ac.za](mailto:peter@ukzn.ac.za)

**Appointment to this post will be in accordance with the University policy on fixed term appointments. The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is Tuesday 29 March 2022.**

**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). Please e-mail applications to: Ms Phumelele Mshengu, [mshengup@ukzn.ac.za](mailto:mshengup@ukzn.ac.za)**

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

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.

We refer you to the University's relevant Section 18 notice at  
[http://vacancies.ukzn.ac.za/Libraries/General\\_Documents/Section\\_18\\_Notice -  
Employees and Potential Employees.sflb.ashx](http://vacancies.ukzn.ac.za/Libraries/General_Documents/Section_18_Notice_-_Employees_and_Potential_Employees.sflb.ashx)