**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity plan**

**ASSISTANT adminstrative officer: general enquIries office**

**(X3 POSTS)**

**(peromnes grade 11)**

**student academic administration**

**registrar division**

**CAMPUS: WESTVILLEX1, PIETERMARITZBURG X2**

**reference no.: SAA04/2023**

Preamble:

Student Academic Administration wishes to appoint a motivated Assistant Administrative Officers on the Pietermaritzburg and Westville campuses

The incumbents will need above average organisational skills, written and verbal communication skills and have the ability to work under pressure. Strong customer services skills will be essential for this position

The key responsibilities include sole responsibility for general student enquiries relating to applications, registration, student records, examinations and graduation

The incumbents will also assist in the management of the twice-yearly examinations on the respective campuses

**Minimum requirements**: (objectively measurable from CV)

* A matric certificate (NSC certificate) plus a one-year qualification in office management or administration
* Three years’ experience in a University student administration environment
* Experience in the management of examinations
* Experience in ITS or similar University student administrative system software
* Proficiency in the Microsoft packages (Word, Excel, Outlook, Teams)

**Appointment to this position will be on the January 2018 Conditions of Service.**

**The total remuneration package offered includes benefits.**

The closing date for receipt of applications is 22 March 2023. To apply please click on the link <https://ukzn.ci.hr/applicant/index.php>

**OR** copy this link to Microsoft Edge website.

*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 provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor 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.*