

**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 HUMANITIES**

**DEAN OF TEACHING AND LEARNING  
ADMINISTRATIVE OFFICER INTERN (X1)  
HOWARD COLLEGE CAMPUS  
(SIX MONTH FIXED-TERM CONTRACT)  
REFERENCE NUMBER : HUM07/2023**

The incumbent will be placed in the Office of the Dean of Teaching and Learning, and s/he will provide administrative support to the Deanery within the College. The incumbent will work closely with the College Academic Services Manager, College Finance Officer, College Principle Administrative Officers, and Foundation Programme Administrators and Coordinators. S/he will need to be diplomatic, have the ability to pay attention to detail, and be able to work under pressure. The incumbent will report directly to the College Dean of Teaching and Learning, Interim Director of Teaching and Learning, and Interim Head of Academic Monitoring and Support.

**MINIMUM REQUIREMENTS:**

- Bachelor's Degree or equivalent: in the field of Administration or a related field
- Knowledge of Microsoft Office Suites
- Knowledge and skill in working with the MS Office package, including MS Teams
- Knowledge of University processes and structures
- South African citizen below the age of 35

**The successful incumbent will be paid a stipend based on qualification.**

**The closing date for receipt of applications is **15 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)**

**Completed forms may be sent to Prof Nirmala Gopal, email address: [gopal@ukzn.ac.za](mailto:gopal@ukzn.ac.za)**

**Please state the advert reference number in your subject line as well as CDTL INTERN.**

*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 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.*