

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.

STUDENT SERVICES DIVISION

FIXED TERM CONTRACT – 12 MONTHS

**SENIOR ADMINISTRATIVE ASSISTANT x2
(PEROMNES GRADE 12)
UKZN SPORT AND RECREATION**

PIETERMARITZBURG AND WESTVILLE CAMPUS

REF NO. SA01/2024

The successful incumbent will be responsible for reception administration duties at the Pietermaritzburg Sport Department with the responsibility for the affiliation and registration of students in sport clubs and assisting Sport Officers and sports clubs with administrative requirements. The incumbent must be proficient in English and have good interpersonal, communication, writing and numeracy skills.

Minimum Requirements:

- Matric plus a one-year relevant qualification
- Two years relevant administrative experience in a similar environment
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel)
- Experience in minute taking and report writing
- Ability to interact constructively with stakeholders internal and external to the University.

**The total remuneration package offered (includes benefits) = R 10 903 per month.
The closing date for receipt of applications is 27 March 2024.**

Applicants are required to complete the relevant application form, which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Chettyku@ukzn.ac.za

Advert Reference Number MUST be clearly stated and your preferred campus in the subject line.