

**The University of KwaZulu-Natal is committed to employment equity.  
For this post, applications are invited from Designated Africans.**

**ASSISTANT ADMINISTRATIVE OFFICER  
(PEROMNES GRADE 11)  
SCHOOL OF LIFE SCIENCES  
WESTVILLE CAMPUS**

**REFERENCE NO.: LS08/2015**

The School seeks to appoint motivated person to provide administrative support on the Westville campus. He/she will provide assistance to students at reception, attend to telephonic queries, and all other reception functions, arrange consultation between students and academic staff, record and maintain student correspondence, registration and exam results. He/she will liaise with College Student Administration office regarding student matters, capture and maintain student marks records on SMS, collate DP marks, assist with refusals and appeal processes, prepare reports for exam committee, administer exam process in School and handle queries with regards to exams and results.

The incumbent will report to the Manager: School Operations.

**Minimum Requirements:**

- Matric
- 1 year relevant qualification and 2 years relevant work experience
- Experience in word processing and spreadsheets.
- Experience in the use of Student Management System (SMS) or equivalent

Enquiries and details regarding this post, as well as requests for the job profile may be directed to the School Administrator, Mrs Devashnee Chinniah on (031) 260 8317 or email [chinniahd@ukzn.ac.za](mailto:chinniahd@ukzn.ac.za)

**Appointment to this post will be on the January 2012 Conditions of Service.**

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

**The closing date for receipt of applications is 22 May 2015.**

**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 [Recruitment-aes@ukzn.ac.za](mailto:Recruitment-aes@ukzn.ac.za)**

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