

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups, which includes people with disabilities.**

**COLLEGE OF HUMANITIES**

**ASSISTANT ADMINISTRATIVE OFFICER (3 YEAR FIXED TERM CONTRACT)  
(PEROMNES GRADE 11)  
CENTRE FOR CREATIVE ARTS  
HOWARD COLLEGE CAMPUS**

**REFERENCE NO.: HUM06/2016**

Based within the College of Humanities of the University of KwaZulu-Natal, the Centre for Creative Arts (CCA) produces four annual festivals - Time of the Writer, Durban International Film Festival, Jomba! and Contemporary Dance Festival and Poetry Africa.

**Minimum requirements:**

- Senior Certificate and one (1) year relevant tertiary qualification
- Two (2) years relevant experience in a similar environment
- Experience in MS office suite, email and internet
- A valid driver's licence

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

**The remuneration package offered includes benefits.**

**The closing date for receipt of applications is 18 May 2016**

**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-humanities@ukzn.ac.za](mailto:Recruitment-humanities@ukzn.ac.za). Please state the advert reference number in your subject line.**