

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 AGRICULTURE, ENGINEERING AND SCIENCE

**ASSISTANT ACADEMIC ADMINISTRATIVE OFFICER
(PEROMNES GRADE 11)
HOWARD COLLEGE CAMPUS**

REF NO.: AES04/2017

The incumbent will assist with the administration of undergraduate and/or Honours and Higher Degrees student administration.

The incumbent will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus a one year relevant qualification and two years relevant experience in a college student administrative environment
- Proven computer experience in word processing and spreadsheets
- Experience in the use of ITS/SMS or equivalent student mark management system

Short-listed candidates may be required to undergo a skills test.

Requests for a job profile may be directed to Mrs Sandra Munesar, 031 2602349/033 2606338 or email munesark@ukzn.ac.za

All other enquiries regarding this post may be directed to Mrs Adeshini McIntosh, 033 260 5017 or email mcintosh@ukzn.ac.za

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

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 26 May 2017

https://www.pnet.co.za/offers/offer_detail.cfm?id=2541549&click=no&rs=1