

**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 designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF HUMANITIES**

**ASSISTANT ADMINISTRATIVE OFFICER**

**(PEROMNES GRADE 11)**

**COLLEGE DEAN OF RESEARCH OFFICE**

**HOWARD COLLEGE CAMPUS**

**REF NO.: HUM10/2017**

The Office of the College Dean of Research seeks to appoint an individual to provide professional administrative services to the College. The successful incumbent will be required to render an effective and efficient administrative service for matters associated with Research in order for the Office to be as effective as possible to enhance the research profile and productivity in the College. To assist the Dean of Research with this task, an Administrative Officer will do the following:

1. Support the Dean with the administrative tasks of disseminating and gathering important relevant information through email and other sources of communication.
2. Liaise with Academic Leaders of Research within the College to arrange meetings and to gather information.
3. Support the Dean of with Postdoctoral appointments, Book Review coordination and management of Bursaries within the College of Humanities.
4. Assist with Postgraduate student administration in the College where and if necessary.

**MINIMUM REQUIREMENTS:**

- Matric plus a relevant one year relevant qualification.
- Three-year relevant experience in student administration.
- Understanding of book review coordination.
- Proven experience in research and Postdoctoral appointments.
- Relevant experience in dealing with the administration of Bursaries.

**Shortlisted candidates may be required to undergo a skills test**

**The remuneration package offered includes benefits.**

**Appointment to these positions will be on the January 2012 Conditions of Service**

**The closing date for receipt of applications is 26 May 2017**

Enquiries and details regarding this post may be directed to Nompilo Mthembu, e-mail: [mthembun@ukzn.ac.za](mailto:mthembun@ukzn.ac.za)

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University 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)