

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

RE-ADVERTISEMENT

COLLEGE OF LAW AND MANAGEMENT STUDIES

**SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY & GOVERNANCE
SELF-FUNDED TEACHING PROGRAMMES (SFTP)**

**SENIOR ADMINISTRATIVE ASSISTANT (1 POST)
TWO-YEAR FIXED-TERM APPOINTMENT (GRADE 11)**

PIETERMARITZBURG CAMPUS

REFERENCE NO: MIG03/2017

The successful candidate will be required to render an effective and efficient administrative service to the **MCOM Programme** for SFTP in the School of Management, Information Technology and Governance on the Pietermaritzburg Campus.

Minimum Requirements:

- Grade 12 ; and
- A minimum of three years' (3) relevant experience within the University (or Tertiary Education sector).
- A minimum of 2 years' experience in working with student administration software (e.g. SMS, ITS and Moodle);
- A minimum of 2 years' experience in student registration and admission requirements
- A minimum of 1 year experience in use of Turnitin.

Advantages:

- Relevant experience in duties attached to an SFTP/NGO environment;

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Mrs Lindiwe Ntshangase, 0312608764** or e-mail: Ntshangasel@ukzn.ac.za

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

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

Shortlisted candidates may be expected to undergo a skills test

The closing date for receipt of applications is Friday, 12 May 2017

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

Completed forms may be sent to Recruitment-landm@ukzn.ac.za

Please state the advert reference number in your subject line

Applicants who applied on the previous advert need not apply.