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 in accordance with our Employment Equity Plan including people with disabilities.

<u>**STUDENT SERVICES DIVISION**</u>
RESIDENCE ADMINISTRATOR
(PEROMNES GRADE 10)
HOWARD COLLEGE

REF NO.: SS03/2017

The Residence Administrator is responsible for the admission and placement of students and conference visitors in residences.
Main duties include: administration and management of placements; administrative support to the Campus Head; dealing with enquiries; and overseeing the use of residences for conferences.

Minimum Requirements:

- Grade 12 and a one (1) year administration Diploma

- A valid and unendorsed drivers' licence

- Two (2) years' relevant experience dealing with the public in a similar environment

- Proven computer skills in MS Word, MS Excel and in providing management reports

- Good communication skills in English and isiZulu.

Advantages:

- Experience in a tertiary institution

- Experience with with ITS (Student Information Management System).

The total remuneration package offered includes benefits.
The closing date for receipt of applications is 21 May 2017.

Applicants are required to complete the relevant application form that is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Recruitment-jm@ukzn.ac.za.
Advert Reference Number MUST be clearly stated in the subject line.