

The University of KwaZulu-Natal 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 HEALTH SCIENCES

**ASSISTANT ADMINISTRATIVE OFFICER
(Grade 11)
(6 MONTHS FIXED TERM CONTRACT)
DISCIPLINE OF PUBLIC HEALTH MEDICINE
SCHOOL OF NURSING AND PUBLIC HEALTH
HOWARD COLLEGE CAMPUS**

REFERENCE NO.: T/NPH04/2020

The Discipline of Public Health Medicine wishes to appoint an Assistant Administrative Officer (AAO) who will be part of the administrative team, to provide administrative and support service within the Disciplines. The successful incumbent will be required to coordinate and deal with administrative functions of the Discipline in which s/he is appointed. This requires the incumbent to possess strong organisational skills, initiative, versatility, good interpersonal and communication skills.

Minimum Requirements:

- Grade 12, with 1 year relevant qualification;
- Two years' relevant work experience;
- Computer literacy with experience in word processing and spread sheets.
- Knowledge of Student Management Systems

Essential Requirements:

- Experience in the use of a Student Management System; and
- Knowledge and use of data base, e.g. ITS.
- Experience of working in an academic environment i.e. daily interaction with staff &/or students;

This post reports to the Principal Programme Officer (PPO). Enquiries regarding this post may be directed to Mr BG Zondo on 031-260 3584 OR email: zondob@ukzn.ac.za. The job profile is available from Mr B G Zondo. You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The closing date for receipt of applications is 22 May 2020.

Shortlisted candidates may be required to do a skills test.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to Mrs P B Cele, E-mail Celep1@ukzn.ac.za. No CVs will be accepted.

Advert Reference Number MUST be clearly stated in the subject line.