

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativeness within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

**COLLEGE OF HEALTH SCIENCES**

**ADMINISTRATIVE OFFICER (SCHOOL FINANCE)  
SCHOOL OF NURSING AND PUBLIC HEALTH  
(PEROMNES GRADE 10)  
HOWARD COLLEGE CAMPUS  
REFERENCE NO: NPH02/2021**

The successful incumbent will provide financial and human resources administration services and related functions to the Dean and Head of School, Manager: School Operations and staff (research, academic and professional support services). He/ she will oversee School HR/ financial matters by providing guidance and advice to School Finance Team as well as internal and external bodies operating within the School. The post reports to the Manager: School Operations.

**Minimum Requirements:**

- Matric plus one- year relevant qualification
- Three year's relevant experience in a similar environment
- Supervisory experience
- Knowledge of budgeting process, bookkeeping, financial planning/ processes and practices
- Knowledge of HR I-Enabler operating system including Cost centre reports
- High level of competency in word processing and spreadsheet

Enquiries regarding this post may be directed to Mr B G Zondo, E-mail address: Zondob@ukzn.ac.za. The job profile is available from Mr TS Mpembe, tel.: 031 260 7886 or e-mail: mpembet@ukzn.ac.za

**Appointment to this post will be on the January 2018 Conditions of Service**

**The remuneration package offered includes benefits.**

**The closing date for receipt of applications is 14 May 2021.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [Recruitment-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za). No CVs will be accepted. Shortlisted candidates will be subjected to and required to undergo a skills test.**

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