

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.

**REGISTRAR DIVISION (RMS CAMPUS MANAGER OFFICE)
ASSISTANT ADMIN OFFICER (6 MONTHS FIXED TERM)
GRADE 11
WESTVILLE CAMPUS
REF NO.: RMS O4/2022**

The incumbent will be required to, provide administrative, secretarial, and financial and HR requester duties in the office of the Westville RMS Campus Manager.

MINIMUM REQUIREMENTS:

- Grade 12 (Matric)
- One-year relevant post-school qualification.
- Two year's secretarial and administrative experience within the University.
- Experience with the finance and HR iEnabler as a requester.
- Proficiency in the use of the Microsoft Office Suite (Word, Excel, Outlook and PowerPoint)
- Experience of the CHASE system, will be an advantage.
- Valid Code 8 Driver's licence, with at least three year's driving experience.

The remuneration salary is at Grade 11, fixed term rates. (R184 678.00 per annum)

Applicants are required to complete the relevant application form (*application form-support*) which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Recruitment-ctm@ukzn.ac.za

The closing date for receipt of applications is 27 May 2022.

Please state the advert reference number and your surname in the subject line