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

SCHOOL OF NURSING AND PUBLIC HEALTH

DISCIPLINE OF OCCUPATIONAL AND ENVIRONMENTAL HEALTH

NINE MONTHS (9) FIXED TERM CONTRACT

SENIOR ADMINISTRATIVE ASSISTANT

REFERENCE NUMBER : T/NPH008/2023

The School of Nursing and Public Health wishes to appoint a Senior Administrative Assistant who will provide administrative functions to the Discipline.

Minimum Requirements:

* Grade 12 plus relevant post matric qualification
* Two (2) years of relevant experience in a similar environment
* Experience in administrative support in the Discipline or similar environment
* Experience in the use of UKZN IEnabler
* Computer literate with experience in MS Word, SMS, ITS MS Excel

This post reports to the Discipline Administrator. Enquiries regarding this post may be directed to 031-260 4070. The job profile for the above are available from Mr Stanely Mpembe tel: 031 260 7886 or e-mail: Mpembet@ukzn.ac.za

The remuneration package offered includes benefits.

The closing date for receipt of applications is 25 May 2023.

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. 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.