

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.

COLLEGE OF LAW AND MANAGEMENT STUDIES

**ADMINISTRATIVE OFFICER TO THE COLLEGE DPS
(PEROMNES GRADE 10)**

**OFFICE OF THE DIRECTOR PROFESSIONAL
SERVICES (DPS)**

**FIXED TERM CONTRACT (3 MONTHS)
REFERENCE NO.: LMS06/2023**

The College Office of the Director Professional Services (DPS) seeks to appoint an Administrative Officer on a three-month contract. The College Office houses a number of portfolios including Student Academic Services, Finance, Human Resources, Public Relations and Student Support Services. Although the position is based on the Westville campus, the incumbent will be expected to service the College staff within these portfolios on Westville, Pietermaritzburg and Howard College campuses.

The incumbent will be required to provide comprehensive administrative and secretarial support to the Director Professional Services, the College portfolios and engage professionally and efficiently with both internal and external stakeholders in keeping with the REACH^T values. The primary Key Performance Areas are (1) College Office Administration including financial administration, (2) Secretarial services to the DPS (3) DPS Committee administration.

The incumbent will report to the College Director Professional Services (DPS).

Minimum Requirements:

- Matric plus one-year relevant qualification;
- Three years' relevant experience as an Administrative Officer/Personal Assistant to Senior Management at tertiary level;
- Experience in financial administration
- A high level of proficiency in Outlook, MSWord and spreadsheets (Excel), MS Teams and Zoom.

Communication will be limited to the short-listed candidates.

Short-listed candidates may be required to undergo a skills test.

The remuneration will be in accordance with the University's policy on fixed term appointments.

Enquiries and details regarding this post may be directed to Ms Nokukhanya Mbatha at MbathaN3@ukzn.ac.za

The closing date for receipt of applications is 02 June 2023.

Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page

<http://vacancies.ukzn.ac.za/Home.aspx> of the University website at www.ukzn.ac.za.

Completed application forms may be sent to CollegeOfficeLMS@ukzn.ac.za. The advert Reference Number MUST be clearly stated in the subject line.

The university reserves the right not to make an appointment.