

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.**

**For this position applications are invited from designated Africans**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY & GOVERNANCE**

**ADMINISTRATIVE OFFICER: TEACHING ADMINISTRATION (1 post)  
GRADE 10**

**WESTVILLE CAMPUS**

**REF NO.: MIG16/2014**

The incumbent will share responsibility with the Manager: School Operations, for all undergraduate student-related administrative matters in the School. This includes examination and office administration.

The incumbent will report to the Manager: School Operations.

**Minimum Requirements:**

- Matric plus a relevant one year qualification and three years relevant experience in a student environment **OR** Matric plus four years relevant experience in a student environment
- High level of competency in word-processing and spreadsheets

**Advantages:**

- Experience in the use of SMS or equivalent student mark management system
- Matric plus a relevant two year qualification

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Jimmy Duly on 031 260 8848 or e-mail: [duly@ukzn.ac.za](mailto:duly@ukzn.ac.za).

Shortlisted candidates may be required to undertake a skills test.

**Appointment to this post will be on the January 2012 Conditions of Service.**

**The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.**

**The closing date for receipt of applications is Saturday, 29 November 2014.**

**Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za)**

**Completed forms may be sent to [Recruitment-landm@ukzn.ac.za](mailto:Recruitment-landm@ukzn.ac.za)**

**Please state the advert reference number in your subject line.**