

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity
For this post, applications are invited from Designated Africans.**

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
SCHOOL OF MATHEMATICS, STATISTICS AND COMPUTER SCIENCE
WESTVILLE CAMPUS**

REF NO.:MSCS05/2014

The incumbent will assist the Manager: School Operations in the management and provision of the campus administrative function. S/he will provide a comprehensive and efficient secretarial service and support to the Dean and Head of School and Academic Leaders. S/he will also supervise some administrative staff.

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 similar environment
- Sound experience in minute taking and letter writing
- High level of competency in wordprocessing and spreadsheets

Shortlisted candidates will be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs Jackie Whyte on e-mail: whytej@ukzn.ac.za

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

The remuneration package offered includes benefits.

The closing date for receipt of applications is 07 November 2014

Applicants must complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms should be submitted to Recruitment-aes@ukzn.ac.za. The Advert Reference Number MUST be clearly stated in the subject line.