**The University of KwaZulu-Natal is committed to Employment Equity**

**COLLEGE OF HUMANITIES**

**SCHOOL OF APPLIED HUMAN SCIENCES**

**ADMINISTRATIVE OFFICER**

**GRADE 10**

**PIETERMARITZBURG CAMPUS**

**REFERENCE NUMBER: AHS09/2015**

The School of Applied Human Sciences is a multi-disciplinary research and teaching school with disciplines of Psychology, Communication and Media Studies, Criminology and Forensic Studies and Social Work. The disciplines in the School combine undergraduate and post-graduate teaching, research and community engagement.

The incumbent will provide administrative support required for the School operations and committees and also provide secretarial support to the Academic Leaders and the School Manager. S/he will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure.

**MINIMUM REQUIREMENTS:**

* Senior Certificate plus a relevant one year post–school qualification;
* Three years or more relevant experience in a similar administrative environment;
* Experience in servicing committees;
* Experience in speedwriting/shorthand;
* Proven appropriate computer skills including MS Word and MS Excel Spreadsheets

**Shortlisted candidates may be required to undergo a skills test.**

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

**The closing date for receipt of applications is 09 December 2015**

**Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Khangelani Sipika e-mail to:** **sipika@ukzn.ac.za**

**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-humanities@ukzn.ac.za**

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