

The University of KwaZulu-Natal is committed to Employment Equity

COLLEGE OF HEALTH SCIENCES

**SENIOR ADMINISTRATIVE ASSISTANT
TWO YEAR FIXED TERM CONTRACT
SCHOOL OF NURSING AND PUBLIC HEALTH
HOWARD COLLEGE CAMPUS**

REF NO: NPH12/2015

The School wishes to appoint a Senior Administrative Assistant who will be part of the administrative team, to provide financial and administrative support within the School Office. The successful incumbent will be required to ensure proper financial management and record keeping of all former decentralised programmes as well as PG Scholarships. It is a requirement of this position for the incumbent to possess strong organisational skills, initiative, versatility, good interpersonal and communication skills.

Minimum Requirements:

- Grade 12, with 1 year relevant qualification and 2 years relevant experience,
- Computer literacy with experience in word processing and spread sheets
- Two years relevant financial administration experience in a similar environment
- Experience in the use of a Student Management System
- Knowledge and use of data base, e.g. ITS

This post reports to the Manager: School Operations. Enquiries regarding this post may be directed to Mr BG Zondo on 031-260 3584. The job profile is available from Mr TS Mpembe tel: 031-260 7886 or e-mail:mpembet@ukzn.ac.za. You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The closing date for receipt of applications is 27 November 2015.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to Recruitment-chs@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.