

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 HEALTH SCIENCES**

**ASSISTANT ADMINISTRATIVE OFFICER  
(PEROMNES GRADE 11)  
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES  
MEDICAL SCHOOL CAMPUS**

**REFERENCE NO: LMMS10/2018**

The incumbent will assist in providing a comprehensive student and school administrative service in the areas of undergraduate and general school administration. S/he will possess excellent communication skills. This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure.

**Minimum Requirements:**

- Grade 12 plus a 1-year relevant qualification
- Two years relevant experience
- Experience in the use of Student Management System (SMS) or equivalent and Examination Reporting System (ERS)
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel)
- Experience in student administration

**Advantages:**

- Sound communication and interpersonal skills to deal with persons at all levels, in person, via email, or telephone.
- Experience in minute taking

This post reports to Principal Programme Officer. Enquiries regarding this post may be directed to Ms. N Mngadi (Principal Programme Officer – [Mngadin@ukzn.ac.za](mailto:Mngadin@ukzn.ac.za)) on 031-260 4731. The job profile is available from Mrs. E Khuzwayo, tel: 031 260 4418 or e-mail: [Khuzwayo@ukzn.ac.za](mailto:Khuzwayo@ukzn.ac.za).

**The total remuneration package offered includes benefits. This appointment will be on the 2018 Conditions of Service, where applicable.**

**The closing date for receipt of applications is 4 December 2018**

**The University reserves the right not to make any appointment.**

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

**Completed forms may be sent to [Recruitment-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za)  
Advert Reference Number MUST be clearly stated in the subject line.**