

**The University of KwaZulu-Natal 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 LAW & MANAGEMENT STUDIES**

**SCHOOL OF LAW**

**ASSISTANT ADMINISTRATIVE OFFICER: TEACHING ADMINISTRATION  
PEROMNES GRADE 11 (1POST)**

**PIETERMARITZBURG CAMPUS**

**REFERENCE NO.: L02/2018**

The School of Law is seeking to appoint an administrative officer on a permanent basis. The incumbent will be based on the Pietermaritzburg Campus, and will be responsible for, but not limited to, module administration in the School. The incumbent will be required to pay close attention to detail, and must have the ability to work accurately and independently, under pressure. The incumbent must possess good interpersonal, communication and writing skills.

The incumbent will report to the Manager: School Operations.

**Minimum Requirements:**

- Matric plus a one year relevant qualification;
- Two years relevant experience in a student administrative environment at tertiary level;
- Experience in the use of the Student Mark Management System (SMS) & ITS;
- High level of competency in word processing and spreadsheets; and
- Experience in minute taking.

**Advantage:**

- Knowledge of UKZN student academic administration processes and procedures.

**Communication will be limited to the short-listed candidates**

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

**The University subscribes to Total Cost to Employer (TCE) Remuneration Model. This appointment will be on the 2018 Conditions of Service.**

**The closing date for receipt of applications is Tuesday, 27 November 2018**

**Applicants are required to complete the relevant application form (SUPPORT) 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 [recruitmentlms@ukzn.ac.za](mailto:recruitmentlms@ukzn.ac.za)**

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