

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.

RE-ADVERTISEMENT

COLLEGE OF LAW AND MANAGEMENT STUDIES

SCHOOL OF ACCOUNTING, ECONOMICS AND FINANCE

**ADMINISTRATIVE OFFICER (TEACHING ADMINISTRATION)
(PEROMNES GRADE 10)**

WESTVILLE CAMPUS

REFERENCE NO: AEF 11/2019

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.

The incumbent will report to the Principal Administration Officer.

Minimum Requirements:

- Grade 12 plus a one year relevant qualification;
- Three years relevant experience in student administration in a tertiary environment;
- Experience in the use of Student Management System (SMS) or equivalent system;
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel).

Advantages:

- Experience in minute taking.

Communication will be limited to the short-listed candidates.

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Ms Mandisa, 031 260 8232 or e-mail: Mbatani@ukzn.ac.za.**

Short-listed candidates may be required to undergo a skills test.

The closing date for receipt of applications is 04 December 2019.

The University reserves the right not to make any appointment.

Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page of the University website at www.ukzn.ac.za.

Completed forms may be sent to recruitmentLMS@ukzn.ac.za.

Advert Reference Number MUST be clearly stated in the subject line. CANDIDATES WHO PREVIOUSLY APPLIED SHOULD NOT RE-APPLY FOR THIS POSITION.

