**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 AGRICULTURE, ENGINEERING AND SCIENCE**

**ADMINISTRATIVE OFFICER (SCHOOL FINANCE)**

**(PEROMNES GRADE 10)**

**SCHOOL OF CHEMISTRY & PHYSICS**

**WESTVILLE CAMPUS**

**CP10/2019**

The incumbent will provide a financial administrative service to the Dean and Head of School, Manager, School Operations, staff (research, academic and support), and students. She will be primarily responsible for *inter alia*, financial and general administration, international and local travel and accommodation bookings, procurement, processing salary appointment forms and claims, cost recovery, extracting financial reports and general administrative duties.

The incumbent will report to the Manager, School Operations.

 **Minimum Requirements**:

* Matric plus one year relevant qualification.
* 3 years relevant experience in a similar environment.
* Experience in word processing and spreadsheets.
* Experience in financial administration.

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

Enquiries and details regarding this post may be directed to the Manager, School Operations, Mrs VA Mackrory on email: mackrory@ukzn.ac.za

**Appointment to this post will be on the January 2018 Conditions of Service.**

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 11 November 2019.**

**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-aes@ukzn.ac.za.**

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