

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

ACADEMIC ADMINISTRATIVE OFFICER (PERMANENT)

(GRADE 10)

COLLEGE STUDENT SUPPORT SERVICES

WESTVILLE CAMPUS

REF NO.: LM08:2019

The College Student Support Services seeks to appoint a person to provide a professional service to students, staff and other stakeholders who engage with the Student Support team. The incumbent will provide office management, support and financial administration to the Student Support Services team across three campuses. Confidentiality, sensitivity, accuracy, efficiency and client service excellence are key components to this portfolio in addition to effective communication and interpersonal skills, good public relations, a good telephone manner is essential. The incumbent should demonstrate Initiative, the ability to plan, organise, co-ordinate and work under pressure.

The incumbent will report to the College Manager: Student Support Services

MINIMUM REQUIREMENTS:

- One -year relevant administrative qualification
- A minimum of 3 years office administration experience in a tertiary environment.
- Experience and working knowledge of University Student system (ITS and SMS) and iEnabler, the Microsoft Office package including Outlook

ADVANTAGE:

- Proficiency in one of the Nguni languages, preferably isiZulu

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Mrs Lindiwe Ntshangase, e-mail: Ntshangasel@ukzn.ac.za

Shortlisted candidates may be expected to undergo a skills test

Appointment to this post will be on the January 2012 Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

The closing date for receipt of applications is Saturday, 30 November 2019

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.

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

Please state the advert reference number in your subject line.