

**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 the designated groups in accordance with Employment Equity.**

**COLLEGE OF HEALTH SCIENCES**

**ASSISTANT ADMINISTRATIVE OFFICER**

**(Grade 11)**

**FIXED TERM CONTRACT (5 months)**

**SCHOOL OF NURSING AND PUBLIC HEALTH**

**HOWARD COLLEGE CAMPUS**

**REFERENCE NO: T/NPH06/2019**

The Discipline of Nursing wishes to appoint an Assistant Administrative Officer (AAO) (on a fixed term contract) who will be part of the administrative team, to provide administrative, secretarial and support service within the Disciplines and to the academic staff. The successful incumbent is expected to possess strong organisational skills, initiative, versatility, good interpersonal and communication skills. The incumbent will be either be based in the School Office or Discipline Office. The incumbent will be required to travel.

**Minimum Requirements:**

- Grade 12, with 1 year relevant qualification;
- Two years' relevant experience;
- Computer literacy with experience in word processing and spread sheets; and
- Unendorsed drivers licence

**Essential Requirements:**

- Experience in the use of a Student Management System AND □ Knowledge and use of data base, e.g. ITS.
- Experience of working in an academic environment i.e. daily interaction with staff &/or students;
- Experience in working in a problem based curriculum environment; and
- Evidence of proficiency in reading and writing medical terminology.

This post reports to the Manager: School Operations. Enquiries regarding this post may be directed to Mr BG Zondo on 031-260 3584 OR email: [zondob@ukzn.ac.za](mailto:zondob@ukzn.ac.za) The job profile is available from Mr B G Zondo Tel Number: 031-260 3584 or e-mail: [zondob@ukzn.ac.za](mailto:zondob@ukzn.ac.za) You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

**The closing date for receipt of applications is 27 November 2019.**

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

**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.**