

**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 AND MANAGEMENT STUDIES**

**SCHOOL OF ACCOUNTING, ECONOMICS AND FINANCE**

**ADMINISTRATIVE OFFICER (TEACHING ADMINISTRATION)**

**Two-year Fixed-Term Contract (2 posts)**

**(PEROMNES GRADE 10)**

**WESTVILLE CAMPUS**

**REFERENCE NO: AEF06/2021**

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 the Student Management System (SMS);
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel).

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

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

**The remuneration will be in accordance with the University's policy on fixed term appointments.**

**The closing date for receipt of applications is 5 December 2021.**

**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](http://www.ukzn.ac.za).**

**Completed forms must be emailed to [Recruitment-lms@ukzn.ac.za](mailto:Recruitment-lms@ukzn.ac.za).**

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