

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity Plan.

COLLEGE OF LAW AND MANAGEMENT STUDIES

COLLEGE OFFICE - STUDENT ACADEMIC SERVICES

**ASSISTANT ADMINISTRATIVE OFFICER (Grade 11)
FIXED TERM CONTRACT (3 positions)
HOWARD COLLEGE, WESTVILLE AND PMB CAMPUSES**

REFERENCE NO.: LMS/CAS11/2021

The College Student Academic Services seeks to appoint three Assistant Administrative Officers on a four-month contract, from January to April 2022. The successful incumbents will be required to provide a professional and efficient administrative and reception service to students and other stakeholders.

The incumbent will provide administrative, student and secretarial support to the operational unit. The duties will include, but not be limited to providing support to admission, registration, and graduation processes, responding to queries from students and other stakeholders. The incumbent must be proficient in English, and will be required to have a high level of competency in systems such as Outlook, MS Word, Excel and spreadsheets; and good interpersonal, communication and writing skills. The incumbent must also have experience with working on ITS.

This position requires an individual who has the ability to pay close attention to detail, to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills, and able to work in teams and be driven by meeting tight deadlines.

The incumbents will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus one-year relevant qualification;
- Two years' relevant experience as an Assistant Administrative Officer at tertiary level;
- A high level of proficiency in Outlook, MSWord and spreadsheets (Excel).
- Experience with working with ITS

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.

Enquiries and details regarding this post, as well as requests for the job profile may be directed to the College Manager Academic Services Mrs M. Kisten on kistenm@ukzn.ac.za.

The closing date for receipt of applications is Tuesday 30 November 2021.

The university reserves the right not to make an appointment.

Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page

<http://vacancies.ukzn.ac.za/Home.aspx> of the University website at www.ukzn.ac.za.

Completed application forms may be sent to CollegeOfficeLMS@ukzn.ac.za.

The advert Reference Number MUST be clearly stated in the subject line.