**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.**

**1-YEAR FIXED TERM CONTRACT**

**TEACHING AND LEARNING DIVISION**

**ADMINISTRATIVE OFFICER**

**(PEROMNES GRADE 10)**

**UNIVERSITY LANGUAGE PLANNING AND DEVELOPMENT**

**HOWARD COLLEGE**

**REF NO. TL04/2022**

The University Language Planning and Development department seeks an enthusiastic individual to provide administrative and coordination support to the department.

The successful candidate will be responsible for managing a range of projects, coordinating events and promoting the University Language Planning and Development department. This involves the planning and coordination of terminology development workshops; coordination of corpus fieldwork; coordination of symposia and colloquia; coordination of the visits and activities of international scholars.

The ideal candidate should be a highly motivated, well-organised individual with attention to detail skills and a keen interest in being part of the effort to foster and embrace functional bilingualism at UKZN.

The incumbent will report to the Director Language Planning and Development.

**Minimum Requirements**:

* A 3-year relevant qualification – business or office administration
* A minimum of two years’ relevant experience in office administration.

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

**The total remuneration package offered includes benefits. The closing date for receipt of applications is 30 November 2022. To apply please click on the link:** [**https://ukzn.ci.hr/applicant/index.php**](https://ukzn.ci.hr/applicant/index.php)

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The

 retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.