

**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 African designated groups.**

**ASSISTANT ADMINISTRATIVE OFFICER  
(PEROMNES GRADE 11)  
TWO YEAR FIXED TERM APPOINTMENT  
ASTROPHYSICS & COSMOLOGY RESEARCH UNIT  
SCHOOL OF MATHEMATICS, STATISTICS AND COMPUTER SCIENCE  
WESTVILLE CAMPUS**

**REF NO.:MSCS07/2015**

The incumbent will provide comprehensive support for the Astrophysics and Cosmology Research Unit in the form of administration for research, finance and outreach activities, organisation of conferences, and information management.

The incumbent will report to the Manager: School Operations, in the School of Mathematics, Statistics and Computer Science.

**Minimum Requirements:**

- Matric plus a relevant one year qualification
- Two years relevant experience in a similar environment
- High level of competency in word processing and spreadsheets

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

Enquiries and details regarding this post, as well as request for the job profile may be directed to Miss Nokwanda on email: [nkomon@ukzn.ac.za](mailto:nkomon@ukzn.ac.za)

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

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 6 November 2015.**

**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-aes@ukzn.ac.za](mailto:Recruitment-aes@ukzn.ac.za)**

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