

**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.**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**ASSISTANT ADMINISTRATIVE OFFICER  
(PEROMNES GRADE 11)  
SCHOOL OF MATHEMATICS, STATISTICS AND COMPUTER SCIENCE  
PIETERMARITZBURG CAMPUS**

**REF NO.: MSCS11/2015**

The incumbent will be required to provide School academic and general administrative functions. S/he will ensure the efficient processing of student academic administration, maintain student and module records on the University's Student Marks System (SMS), and provide accurate, relevant and up-to-date information to staff, students, parents and the public. In addition, s/he will be required to undertake a wide range of general administrative functions.

This position requires an individual who has the ability to pay close attention to detail and have the ability to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills.

The incumbent will report to the Manager: School Operations.

**Minimum Requirements:**

- Matric plus a relevant one year qualification
- Two years relevant experience in a similar environment;
- Experience and competency in word processing and spreadsheets
- Experience in the use of Student Management System (SMS) or equivalent

**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.**