

**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**

**ASSISTANT ADMINISTRATIVE OFFICER (TEACHING ADMINISTRATION)  
(PEROMNES GRADE 11)  
(1 Post)**

**WESTVILLE CAMPUS**

**REFERENCE NO: AEF14 /2018**

The incumbent will assist in providing a comprehensive student and school administrative service in the areas of undergraduate, postgraduate 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:**

- Matric plus one year relevant qualification;
- Two years' experience in student administration in a tertiary environment;
- High level of competency in word processing and spreadsheets;
- Good interpersonal and communication skills; and
- Experience in the use of SMS (Student Mark Management System) & ITS (Integrated Tertiary System).

**Advantages:**

- Experience in minute taking;
- Knowledge of UKZN Student Academic Administration processes and procedures

**The University subscribes to Total Cost to Employer (TCE) Remuneration Model. This appointment will be on the 2018 Conditions of Service.**

**Enquiries and details regarding this post may be directed to the Dean and Head of School, Professor Sibanda, e-mail: [Ninelas@ukzn.ac.za](mailto:Ninelas@ukzn.ac.za).**

**The closing date for receipt of applications is Sunday, 11 November 2018.**

**Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za)**

**Completed forms AND curriculum vitae may be sent to [recruitmentlms@ukzn.ac.za](mailto:recruitmentlms@ukzn.ac.za).**

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