

**The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution**

**COLLEGE OF HUMANITIES**

**HELPDESK/RECEPTIONIST (GRADE 11)**

**COLLEGE FINANCIAL AID**

**(2 POSTS)**

**HOWARD COLLEGE & PMB CAMPUS**

**REFERENCE NUMBER:**

**HUM06/2018**

The successful candidate will report to the Senior Advisor and will provide administrative support to the Financial Aid Advisors in the College: receive, direct visitors and students in the financial aid office.

**Minimum requirements:**

- Matric and 1 (One) year relevant qualification/ certificate;
- 2 Years relevant experience dealing with the public in a similar environment
- Computer skills in MS Word, Excel, Spreadsheets;
- Knowledge of Integrated Software Systems

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

**Enquiries and details regarding this post, may be directed to Mr. Nduduzo Mnyandu , email address: [MnyanduN2@ukzn.ac.za](mailto:MnyanduN2@ukzn.ac.za)**

**Appointment to this post will be on the January 2018 Conditions of Service.**

**The remuneration package offered includes benefits. The closing date for receipt of applications is 23rd October 2018.**

**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-humanities@ukzn.ac.za](mailto:recruitment-humanities@ukzn.ac.za)  
Please state the advert reference number in your subject line.**