

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

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

**Completed forms may be sent to recruitment-humanities@ukzn.ac.za
Please state the advert reference number in your subject line.**