

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 designated groups in accordance with our Employment Equity Plan.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ADMINISTRATIVE OFFICER (PEROMNES GRADE 10)
SCHOOL OF LIFE SCIENCES
PIETERMARITZBURG CAMPUS**

REFERENCE NO.:LS09/2018

The incumbent will assist the Manager: School Operations in the management of the campus administrative functions, and provide an efficient secretarial service and support to the Dean and Head of School. S/he will oversee the undergraduate and postgraduate student administration processes and will supervise the relevant administrators. The incumbent will ensure the efficient processing of student academic administration, maintain student and module records, and provide accurate and relevant information to staff, students, parents and the public. S/he will carry the full responsibility of Committee Officer for important strategic School Committees.

S/he must be able to pay close attention to detail and have the ability to work accurately under pressure. S/he should also have excellent interpersonal and organisational skills.

The incumbent will report to the Principal Administrative Officer.

Minimum Requirements:

- Matric plus a relevant one year qualification and three years relevant experience in a similar environment
- Proven experience in the use of Student Management System (SMS) or equivalent
- Proven experience in minute taking and letter writing
- Experience in word processing and spreadsheet operation

Shortlisted candidates may be required to undertake a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Zisanda Sanda, Manager: School Operations, 033 260 5150/ 031 260 1178 or e-mail: sandaz@ukzn.ac.za

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

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 19 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-aes@ukzn.ac.za

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