

The University of KwaZulu-Natal (UKZN) 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.

09 MONTHS FIXED TERM APPOINTMENT

REGISTRAR'S DIVISION

**ASSISTANT ADMINISTRATIVE OFFICER
LEGAL SERVICES**

**(PEROMNES GRADE 11)
WESTVILLE CAMPUS**

REF NO.: REG 04/ 2018

The administrator will provide administrative services to the Legal Advisor/Director of Legal Services which includes administration, financial administration and secretarial functions

Minimum Requirements:

- Grade 12 plus one year relevant qualification;
- 3 years relevant experience;
- Proven appropriate computer skills

Advantages

- Good interpersonal skills
- Ability to work independently
- Ability to cope under pressure
- Supervisory Experience
- Experience in a higher education environment

The salary offered will be R14, 363 per month excluding benefits.

The closing date for receipt of applications is **22 OCTOBER 2018**

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za

**Completed forms may be sent to recruitment-nh@ukzn.ac.za
Advert Reference Number **MUST** be clearly stated in the subject line.**