**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.**

**STUDENT SERVICES DIVISION**

**ASSISTANT ADMINISTRATIVE OFFICER**

**STUDENT GOVERNANCE AND LEADERSHIP DEVELOPMENT**

**(PEROMNES GRADE 11)**

**PIETERMARITZBURG**

**REF NO.: SS14/2014**

The incumbent provides administrative support to the Student Governance and Leadership Development office, Student Services office, SRCs, Clubs and Societies, Sub-Committees - in order to achieve smooth and efficient office management and provide comprehensive and efficient support to student leadership. The incumbent interacts and interfaces regularly with students and student structures.

**Minimum Requirements**:

* Grade 12 (Matric) and relevant 1-year qualification;
* Three (3) years’ relevant experience.

**Advantages**:

* Experience working in a tertiary institution;
* Experience working with youth.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 1 October 2014.**

**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-nh@ukzn.ac.za****.**

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