

**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 African designated groups.**

COLLEGE OF HEALTH SCIENCES

**ASSISTANT ADMINISTRATIVE OFFICER (FRONT DESK)
(PEROMNES GRADE 11)
COLLEGE OFFICE
HOWARD COLLEGE CAMPUS**

REF NO: CHS10/2015

The College of Health Sciences would like to appoint a person to proactively and actively support functions and duties in the College by providing an efficient Enquiry, Front Desk and Administrative Support Service for the various Campuses.

Minimum Requirements:

- Matric;
- One year relevant qualification;
- Two years' relevant experience in general administration.

This post reports to Director: College Professional Services. Enquiries regarding this post may be directed to Professor SJ Botha, on 031-260 3863. The job profile is available from Mr TS Mpembe, tel: 031 260 7886 or e-mail: mpembet@ukzn.ac.za You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service

The closing date for receipt of applications is 02 October 2015.

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-chs@ukzn.ac.za

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