

**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](mailto: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](http://www.ukzn.ac.za) Completed forms may be sent to [Recruitment-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za)**

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