

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

COLLEGE OF LAW AND MANAGEMENT STUDIES

**Administrative Officer: College Office (Research and Higher Degrees) – 1 Post
(Peromnes Grade 10)**

WESTVILLE CAMPUS

REFERENCE NO: LM 05/2016

The incumbent will be responsible for providing a comprehensive academic administration- and secretarial support service, including minute taking, to the College Dean of Research and Higher Degrees; and will be required to assist within the College's Management Support Office in general, including acting as a requester on the Finance and HR iEnabler system and MyMarket.

The incumbent reports to the Director of Professional Services

Minimum Requirements:

- Grade 12; and
- A relevant one-year (1) qualification;
- A minimum of three years' experience in a similar role/position within the University (or Tertiary Education sector).
- Experience in the use of ITS and Excel

Advantages:

- Experience with Cost Centre administration

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Mrs Lindiwe Ntshangase, 0312608764** or e-mail: Ntshangasel@ukzn.ac.za

Appointment to this post will be on the January 2012 Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

Shortlisted candidates will be expected to undergo a skills test

The closing date for receipt of applications is Thursday, the 6th of October 2016

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-landm@ukzn.ac.za

Please state the advert reference number in your subject line.