

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

COLLEGE OFFICE

**HELP DESK / RECEPTIONIST – 1 Post
(PEROMNES GRADE 11)**

WESTVILLE CAMPUS

REFERENCE NO: LM07/2016

The incumbent is responsible for the front desk operations (help desk and reception) in the College of Law and Management Studies College office (WVL), dealing with students, staff and other stakeholders from within and outside the University. Knowledge of UKZN Student Academic Administration and Financial Aid processes and procedures would be advantageous. In addition, the incumbent provides administrative support to the Professional staff in the College office. The position required a self-motivated individual who can work with limited supervision using their own initiative.

The incumbent will report to the Principle Academic Administrative Officer (PAAO)

Minimum Requirements:

- NSC / Grade 12 or equivalent
- Two years (2) relevant experience in a similar environment
- A proven command of isiZulu and English
- A working knowledge of iTS, Microsoft Office package including Outlook and Excel
- Appropriate interpersonal communication skills

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 Friday, 07 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.