

**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 AGRICULTURE, ENGINEERING AND SCIENCE  
ASSISTANT ADMINISTRATIVE OFFICER  
(PEROMNES GRADE 11)  
SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES  
PIETERMARITZBURG CAMPUS**

**REFERENCE NO.: AEES10/2019**

The School seeks to appoint an assistant administrative officer to provide a professional and efficient administrative and reception service to staff based in the Rabie Saunders Building, Pietermaritzburg Campus.

The successful candidate will be responsible for assisting with queries in a busy reception office and will also fulfil a general administrative role for the School. S/he will be the administrator for the Biophysical Sciences Cluster and in this role will attend to entries for the Teaching Workloads in the iEnabler system and provide general assistance to Cluster staff.

The incumbent will report to the Principal Administrative Officer.

**MINIMUM REQUIREMENTS:**

- Matric plus 1 year relevant qualification
- 2 years relevant experience
- A high level of competency in the use MS-Office software, particularly Outlook, Word and Excel
- Experience in the use of administrative processes software for Higher Education e.g. ITS iEnabler or equivalent systems

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Ms Philippa McCosh at [mccoshp@ukzn.ac.za](mailto:mccoshp@ukzn.ac.za).

**Short-listed candidates may be required to undergo a skills test**

Appointment to this position will be on the January 2018 Conditions of Service.

The closing date for receipt of applications is **25 September 2019**.

**Applicants are required to complete the relevant application form which is available on the UKZN Vacancies website at <http://vacancies.ukzn.ac.za>. Completed forms may be sent to [Recruitment-aes@ukzn.ac.za](mailto:Recruitment-aes@ukzn.ac.za).**

**The advert Reference Number MUST be clearly stated in the subject line**