

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 HUMANITIES

**PROJECT ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)**

SCHOOL OF EDUCATION

UNIVERSITY STAFF DOCTORAL PROJECT

EDGEWOOD CAMPUS

LONG-FIXED TERM APPOINTMENT – 1 OCTOBER 2019 TO 31 DECEMBER 2021

REFERENCE NUMBER: ED05/2019

The incumbent will provide comprehensive and effective administrative support to the Project Manager and be mainly responsible for the project administration both operationally and financially. S/he will be expected to assist with the general office administration, budget control and regular financial reports. S/he will report to the Project Manager.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year post-school qualification
- Three-year relevant experience in a similar environment
- Proven experience in office administration preferably in project administration
- Experience in finance administration
- Experience in the use of spreadsheets and word processing
- Experience in minute taking.

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

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Mr. Khangelani Sipika, email address: sipika@ukzn.ac.za

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

The remuneration package offered includes benefits.

The closing date for receipt of applications is [18 September 2019](#)

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-humanities@ukzn.ac.za