

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to provide representativity 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**

**SCHOOL OF LAW  
CENTRE FOR EXTENDED LEGAL STUDIES (CELS)  
ADMINISTRATIVE ASSISTANT: 2 POSTS  
(GRADE 11)  
TWO-YEAR FIXED-TERM CONTRACT  
HOWARD COLLEGE CAMPUS**

**REF NO: L02/2023**

The Centre for Extended Legal Studies (CELS) seeks to appoint an administrative assistant on a two-year fixed-term contract.

The purpose of the job is to provide comprehensive administrative support for CELS's postgraduate academic programmes, which are currently delivered online. In addition to meeting the minimum requirements listed below, the incumbent must be proficient in English and have excellent interpersonal, communication, writing, and numeracy skills. S/he must be able to work under pressure, meet deadlines, and work both independently and as a member of a team. A high level of competence in MS Word, Excel, Outlook, Zoom, and Teams is essential.

The position is based on the Howard College Campus, but if circumstances demand, the incumbent may be required to work remotely (off-campus) or a combination of both on and off-campus.

The incumbent will report to the Director of CELS but will also be required to work closely with the relevant Programme Manager(s).

**Minimum Requirements:**

- Matric, plus a one-year relevant tertiary qualification;
- Two (2) years relevant working experience, which must include direct, hands-on experience with programme administration (online applications, admissions, registration, academic monitoring, etc.) and module administration at UKZN within the past two years;
- Minimum two (2) years experience in using SMS, ITS Integrator, iEnabler, and Learn 2022/2023 (Moodle) as a teaching and learning administrator.

**Shortlisted candidates may be required to undergo a skills test.**

**The remuneration will be in accordance with the University's policy on fixed-term contracts.**

**Applicants are required to complete the relevant application form (support staff), which is available on the Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za).**

**All relevant information must please be included in the appropriate space(s) on the official application form. Do not send separate CVs or other attachments.**

Completed forms must be sent to [recruitmentLMS@ukzn.ac.za](mailto:recruitmentLMS@ukzn.ac.za).

Please state the advertisement reference number (L02/2023) in the subject line of your email.

The closing date for receipt of applications is 08 October 2023

Communication will be limited to shortlisted candidates.

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*