

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: PART-TIME LLB (MORNINGS ONLY): 1 POST

TWO YEARS FIXED-TERM CONTRACT

(GRADE 11)

HOWARD COLLEGE CAMPUS

REF NO: L04/2023

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

The purpose of the job is to provide administrative support for the Part-time LLB Programme, which is 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 well under pressure, meet deadlines, handle conflict situations well and work both independently and as a team member. A high level of competence in MS Word, Excel, Outlook, Zoom and Teams is essential.

The incumbent will report to the Director of CELS but will also be required to work closely with the Programme Manager of the Part-time LLB Programme.

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.

Minimum Requirements:

- Matric, plus a relevant one-year tertiary qualification;
- Two (2) years of relevant working experience, which must include hands-on experience with online student registration, curriculum changes and academic programme administration at UKZN within the past two years and preferably at the undergraduate level.
- Minimum of one (1) year's experience in using SMS and Learn 2022/2023 (Moodle) as an administrator.

The remuneration will be in accordance with the University's policy on fixed-term appointments and the hours of work.

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.

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

The advertisement reference number (L04/2023) must be stated in the subject line of your email.

Applications must be sent to recruitmentLMS@ukzn.ac.za

The closing date for receipt of applications is 08 October 2023

Communication will be limited to shortlisted candidates only.

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.