

**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.**

**ASSISTANT ADMINISTRATIVE OFFICER**

**(PEROMNES GRADE 11)**

**REGISTRAR’S DIVISION**

**UNIVERSITY CENTRAL**

**LEGAL SERVICES DEPARTMENT**

# REF NO: REG04/2023

The administrator will provide administrative services to the Legal Advisor/Director of Legal Services & Contracts Management which includes administration, financial administration and secretarial functions

**Minimum Requirements**:

* Grade 12 plus one year relevant qualification;
* 3 years relevant experience;
* Proven appropriate computer skills
* Financial Administrative skills

**Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms. Cynthia Mbuli, 031, 2603378 or email:** [**Mbulic@ukzn.ac.za**](mailto:Mbulic@ukzn.ac.za)

**Appointment to this position will be on the January 2018 Conditions of Service. The total remuneration package offered includes benefits.**

The closing date for receipt of applications is **Tuesday, 10 October 2023**. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

*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 endeavor 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.*