**The University of KwaZulu-Natal is committed to employment equity**

**For this position, applications are invited from Designated Africans**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**ADMINISTRATIVE OFFICER**

**ONE YEAR FIXED TERM CONTRACT**

**(PEROMNES GRADE 10)**

**SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES**

**PIETERMARITZBURG CAMPUS**

**REF N0.: ACCI01/2015**

The successful applicant will work closely with Professor Laing, Director of ACCI. S/he will provide effective and efficient administrative services to ACCI staff and postgraduates; manage multiple research projects: financial and budget control, cost centre management, purchases, journal reconciliations, bursaries, appointments, project proposals, budgets and reports to funders; initiate HR processes in the ACCI; make international travel arrangements.

**Minimum Requirements:**

* Matric plus one year relevant qualification and three years relevant experience
* A high level of proficiency in MS Office, especially Excel
* Experience in word-processing and spreadsheets
* Motor vehicle driver’s licence (manual transmission) with a minimum of 12 months practical driving experience

Short-listed candidates may be required to undergo a skills test. The CVs of shortlisted candidates will be checked for validity.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Prof. Laing , 031 260 5524 or e-mail: laing@ukzn.ac.za

**Appointment to this position will be on the January 2012 Conditions of Service for contract staff.**

**The closing date for receipt of applications is 28 May 2015.**

**Applicants are required to complete the relevant application form which is available**

**on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms may be sent to** **mccoshp@ukzn.ac.za**

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