

***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 LAW AND MANAGEMENT STUDIES**

**SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY & GOVERNANCE**

**ASSISTANT ADMINISTRATIVE OFFICER: FINANCE & HR (1 POSTS)  
TWELVE MONTH-FIXED-TERM APPOINTMENT (GRADE 11)**

**WESTVILLE CAMPUS**

**REFERENCE NUMBER: MITG 29/2017**

The successful incumbent's primary responsibility will be to assist with all the financial, human resources and some administrative processes related to the administration of the School Finance & HR. They will report to the Manager: School operations.

**MINIMUM REQUIREMENTS:**

- Matric plus a relevant one year post-school qualification
- Two years relevant experience in a similar environment
- Proven experience in processing appointments, requisitions, claims and payment of invoices
- High level of competency in spreadsheets and word processing
- Knowledge of bookkeeping, financial and procurement practices

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr. Jimmy Duly, 031 260 8848 or e-mail: [duly@ukzn.ac.za](mailto:duly@ukzn.ac.za).

**Communication will be limited to short-listed candidates.**

**The remuneration package offered will be dependent on the qualifications and experience of the successful applicant, and will be in accordance with the University's policy on fixed term appointments.**

**The closing date for receipt of applications is Wednesday, 26 July 2017**

**Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms must be sent to Ms Phumzile Mavundla at [mavundlap@ukzn.ac.za](mailto:mavundlap@ukzn.ac.za). Please state the title/advert reference number in your subject line.**