**The University of KwaZulu-Natal is committed to meeting the objectives of the Employment Equity Act, No. 55 of 1998.**

**Community Development Association**

**Administrative and Accounting Assistant Intern (1 Posts)**

**Ref No. CDAF AA02**

The Community Development Association, a registered student-led community outreach organization based on 4 campuses at the University of KwaZulu-Natal, is looking to employ a dynamic and hardworking individual on a full time basis on a one year fixed contract. The incumbent will work with CDA students on all four UKZN campuses, and will additionally support the work of the Community Development Association Foundation, a registered NPO that supports CDA work. The appointable candidate will report to the Manager of the CDAF and will be responsible for supporting the administration and accounting functions in the organization.

Minimum Requirements:

* Diploma in office administration or relevant qualification
* Experience in community outreach and/or working with student organizations
* Computer literacy and competency in MS Office and MS Excel

Additional requirements

* Qualification and an experience in finance management will be advantage
* Organizing skills

Send your CV and cover letter to [sibiyac@ukzn.ac.za](mailto:sibiyac@ukzn.ac.za). Applications received after the closing date will not be considered.

All enquiries are to be forwarded to the above email or contact: 031 260 3605

**Monthly salary is a total remuneration package of R4 500.**

**Closing date for the receipts of applications: August 16, 2017**

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