**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**

**SELF-FUNDED TEACHING PROGRAMMES (SFTP)**

**ADMINISTRATIVE ASSISTANT (1 POST)**

**THREE MONTHS APPOINTMENT (GRADE 11)**

**WESTVILLE CAMPUS**

The successful candidate will be required to render an effective and efficient administrative service to the **BBA Programme** for SFTP in the School of Management, Information Technology and Governance on the Werstville Campus.

**Minimum Requirements:**

* Grade 12 ; and One year Relevant Qualification
* A minimum of three years’ (3) relevant experience within the University (or Tertiary Education sector).
* A minimum of two years’ experience in working with student administration software (e.g. SMS, ITS and Moodle);
* A minimum of two years’ experience in student registration and admission requirements

**Advantages:**

• Relevant experience in duties attached to an SFTP/NGO environment;

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Mrs Ntokozo Mhlongo, 0312608374 or e-mail: Mhlongont@ukzn.ac.za**

**The closing date for receipt of applications is 17 August 2017**

**Applicants are required to forward their CV’s to** **mhlongont@ukzn.ac.za**