**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**ASSISTANT ADMINISTRATIVE OFFICER (1 POST)**

**(PEROMNES GRADE 11)**

**(ONE YEAR FIXED-TERM APPOINTMENT)**

**uMNGENI RESILIENCE PROJECT**

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

**PIETERMARITZBURG CAMPUS**

**REF NO.: URP01/2017**

The South African Biodiversity Institute (SANBI) and uMgungundlovu District Municipality (uMDM) have partnered with the University of KwaZulu-Natal’s School Of Agricultural, Earth and Environmental Sciences (UKZN-SAEES) to deliver on Components 1.3 and 3 of the uMngeni Resilience Project (URP). The project seeks to appoint someone who will provide administrative support to the URP Project Leader and Component Coordinator and assist with School administration. S/he will be responsible for general office and financial administration, and liaison with staff and key partners. S/he will also be responsible for assisting the Component Coordinator with all aspects of administering the project cost centre, including the monitoring and tracking of financial transactions, cost centre reconciliation, sound financial administration and preparation of financial reports. Financial record keeping is a core component of this position. Further duties include meeting and workshop coordination and diary management, project staff related administration, and travel arrangements.

**Minimum Requirements:**

* Matric plus relevant one year qualification
* Two (2) years relevant work experience
* Experience in financial reporting
* A high level of competency in the use MS-Office software, particularly Outlook, Word and Excel
* Experience in Minute taking

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Dr Tafadzwa Mabhaudhi on 033 260 5442 or email: mabhaudhi@ukzn.ac.za

**Short-listed candidates may be required to undergo a skills test**

**The total remuneration package offered does not include benefits.**

**The closing date for receipt of applications is 14 November 2017.**

**Applicants are required to complete the relevant application form which is available on the UKZN Vacancies website at** [**http://vacancies.ukzn.ac.za**](http://vacancies.ukzn.ac.za)**. Completed forms may be sent to Phumelele Mshengu at mshengup@ukzn.ac.za.**

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