COLLEGE OF HUMANITIES

HELPDESK/ Admin Assistants

 (5 months Fixed Term Contract)

(GRADE 11)

Edgewood, Howard College and PMB Campus

The successful candidate will report to the Senior Advisor and will provide administrative support to the Financial Aid Advisors in the College: receive, direct visitors and students in the financial aid office.

Minimum requirements:

* Matric and 1 (One) year relevant qualification;
* 2 yrs relevant experience dealing with students;
* Computer skills in MS Word, Excel, Spreadsheets;
* Knowledge of Integrated Software Systems

Email your CV to Ms Constance Dube (dube@ukzn.ac.za)

Closing Date: 10th January 2018