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.

RESEARCH DIVISION

LIBRARY

ADMINISTRATIVE OFFICER (PEROMNES GRADE 11)
10 MONTHS FIXED TERM APPOINTMENT
Ref 1/2018

The incumbent is responsible for the provision of an administrative and secretarial service in the form of information management and financial assistance to the line manager at the Edgewood and Medical School Libraries.

Minimum Requirements:

▪ National Senior Certificate or equivalent;
▪ One (1) year secretarial diploma or equivalent;
▪ Two (2) years relevant experience;
▪ Knowledge of basic bookkeeping;
▪ Basic computer literacy (familiarity with e-mail, word processing, spreadsheets and searching the World Wide Web);
▪ Sound experience in minute taking.

Advantages:

▪ Experience of working in an academic library;
▪ Experience in working with the University’s financial systems.

Short-listed candidates may be required to undertake a skills test.

Enquiries and details regarding this post, including requests for a job profile, may be directed to Mrs M Webster, 031-2602317 or webster@ukzn.ac.za

The closing date for receipt of applications is 12 March 2018

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to webster@ukzn.ac.za

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