

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 AGRICULTURE, ENGINEERING AND SCIENCE

**ADMINISTRATIVE OFFICER (FINANCE)
(PEROMNES GRADE 10)
ONE YEAR FIXED-TERM APPOINTMENT
POLLUTION RESEARCH GROUP
SCHOOL OF ENGINEERING
HOWARD COLLEGE CAMPUS**

REF NO.: PRG1/2018

The Pollution Research Group (PRG) in the School of Engineering is an externally-funded team of professional researchers working on multidisciplinary research projects in the urban and industrial water and sanitation sector. The incumbent will assist in providing a financial administrative service to the PRG.

The incumbent will report to the Group Admin & Finance Manager.

Minimum Requirements:

- Matric plus a one year relevant qualification and three years relevant experience
- Experience in wordprocessing and spreadsheets
- Experience in financial administration

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

The annual fund salary is R179,544, with the following benefits:

- 2/3s medical aid subsidy,
- 15% provident fund subsidy, and
- 13th cheque.

The closing date for receipt of applications is 26th March 2018.

Applicants are required to complete the relevant application form which is available on the vacancies page of the University website at www.ukzn.ac.za

Please send completed forms ONLY to Kerry Philp philpk@ukzn.ac.za.

All other enquiries regarding this post may be directed to Kerry Philp, 031 260 3375 or email philpk@ukzn.ac.za