

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 AFRICAN DESIGNATED GROUPS.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**SENIOR ADMINISTRATIVE ASSISTANT
(PEROMNES GRADE 12)
ONE YEAR FIXED-TERM APPOINTMENT
POLLUTION RESEARCH GROUP
SCHOOL OF ENGINEERING
HOWARD COLLEGE CAMPUS**

REF NO.: PRG2/2017

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 an administrative service to the PRG.

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

Minimum Requirements:

- Matric plus two years relevant experience
- Experience in wordprocessing and spreadsheets

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

The annual fund salary is R109,932, 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