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

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**SCHOOL OF LAW**

**SELF-FUNDED TEACHING PROGRAMMES (SFTP) UNIT**

**ADMINISTRATIVE ASSISTANT: FINANCE & HR**

**MORNINGS ONLY (PEROMNES GRADE 10)**

***FIXED-TERM CONTRACT***

**HOWARD COLLEGE CAMPUS**

**REF NO: SFTP01/2018**

The School of Law seeks to appoint an administrative assistant on a fixed-term contract, ending 31 December 2018. S/he will be primarily responsible for financial and general HR administration of the Self-Funded Teaching Programmes (SFTP) Unit, which will include but not be limited to procurement, cost centre reconciliation, processing salary appointment forms, cost recovery, extracting and maintaining accurate financial records, and compiling financial reports. S/he will also be required to perform general administrative duties from time to time.

The incumbent must be proficient in English, and will be required to have a high level of competency in word processing and spreadsheets and good interpersonal, communication and writing skills.

The incumbent will report to the Director of the SFTP Unit, and will be based on the Howard College Campus. This is a morning’s only position (5 hours per day).

**Minimum Requirements:**

* Matric, plus a one year relevant qualification (preferably in financial administration or bookkeeping);
* Minimum of two years’ experience in financial administration in a University environment;
* Minimum of one year’s experience with the University’s Finance and HR i-Enabler systems;
* Minimum of one year’s experience in performing cost centre reconciliations and compiling financial reports; and
* Computer proficiency in word processing and spreadsheet packages.

**Advantages:**

* Knowledge of the University’s SMS and ITS systems;
* Experience in minute taking.

Shortlisted candidates may be required to undergo a skills test.

The remuneration will be in accordance with the University’s policy on fixed term appointments.

The contract will be effective upon appointment until 31 December 2018.

The closing date for receipt of applications is Sunday, 17 June 2018.

**Applicants are required to complete the relevant application form (support staff), which is available on the vacancies page of the University website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms must be emailed to Mrs S A Walker on** [**walkers1@ukzn.ac.za**](mailto:walkers1@ukzn.ac.za)**. Please include the reference number of the post in the subject line.**