

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

**ASSISTANT ADMINISTRATIVE OFFICER
NATIONAL ASTROPHYSICS AND SPACE SCIENCE (NASSP) PROGRAMME
(PEROMNES GRADE 11)
9 MONTH FIXED TERM APPOINTMENT (PART TIME, MORNINGS)
SCHOOL OF CHEMISTRY AND PHYSICS
WESTVILLE CAMPUS**

The incumbent will assist in providing a comprehensive student, financial and general administrative service for the NASSP programme. S/he will be primarily responsible for Honours and postgraduate student administration, and for financial and general administration, procurement, processing bursary forms and claims, and cost recovery. S/he will also have minute taking responsibilities, and will possess excellent organisational and communication skills.

The incumbent will report to the Academic Leader of the NASSP programme.

Minimum Requirements:

- Matric plus one year relevant qualification;
- Two years relevant experience in a financial and academic administrative environment at tertiary level;
- Experience in the use of Student Management System (SMS) or equivalent;
- Experience in word processing and spreadsheets.

REMUNERATION: The remuneration will be based upon the UKZN rates for fixed term appointees.

Enquiries and details regarding this post may be directed to Professor S Venkataraman, Academic Leader, NASSP programme, 031 2607661 or e-mail: Venkataramans@ukzn.ac.za

The closing date for receipt of applications is Monday 25 June 2018.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Professor S Venkataraman, e-mail: Venkataramans@ukzn.ac.za

Enquiries and details regarding this post, as well as requests for a job profile may be directed to the Academic Leader, NASSP, telephone 031 260 7661 or e-mail: Venkataramans@ukzn.ac.za

Communication will be limited to the short-listed candidates, who may be required to undergo a skills test.