

The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF HUMANITIES

FRONT DESK/ASSISTANT ADMINISTRATOR

FIXED TERM APPOINTMENT: 14 JANUARY 2019 TO 15 MARCH 2019

STUDENT SUPPORT SERVICES

PIETERMARITZBURG CAMPUS

The Student Support Services unit provides psychological, career and life skills services to students in the College of Humanities. The unit seeks to appoint a front desk/assistant administrative officer on a three-month fixed term basis. The successful incumbent will be primarily responsible for reception and administrative duties, which will include but not limited to, responding to a wide range of queries, from students and the public, (both telephonic and face to face), managing the electronic dairies of the student counsellors, and maintaining a confidential filing system.

The incumbent will report to the Manager, Student Support Services.

MINIMUM REQUIREMENTS:

- Matric, plus a relevant tertiary qualification
- A minimum of one year relevant experience in a similar environment
- Proficiency in MS Office
- Good interpersonal and communication skills

ADVANTAGES

- Proficiency in isiZulu
- The ability to work under pressure
- Knowledge of the College of Humanities Schools and offices

Shortlisted candidates may be required to undergo a skills test.

Enquiries may be directed to Mr Mike Murray, email address: Murray@ukzn.ac.za

The remuneration will be in accordance with the University's fixed-term appointment rates.

The closing date for receipt of applications is 06 December 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 Murray@ukzn.ac.za

The job title MUST be clearly stated in the subject line.