**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 designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**SCHOOL OF ACCOUNTING, ECONOMICS AND FINANCE**

**SELF-FUNDED TEACHING PROGRAMME (SFTP)**

**ADMINISTRATIVE ASSISTANT**

**12 Month Fixed-Term Contract**

 **(PEROMNES GRADE 12)**

**Westville Campus**

**REF NO.: SFTP AD04/2018**

The School of Accounting, Economics and Finance seeks to appoint an administrative assistant, on a one-year fixed term contract. The successful incumbent will be required to render an effective and efficient administrative service to the Self-Funded Teaching Programme within the School and assist with some main stream module administration.

Duties will include, but not be limited to processing SFTP applications, module administration, HR and Finance administration and student/staff queries associated with the position. 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.

This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills.

The incumbent will report to the Programme Manager of the Self-Funded Teaching Programme, and will be based on the Westville Campus.

**Minimum Requirements**:

* Matric;
* Two years’ relevant experience as a teaching and learning administrator at tertiary level;
* A high level of proficiency in word processing (MSWord) and spreadsheets (Excel); and
* Relevant experience in the use of the Student Mark Management System (SMS).

**Shortlisted candidates may be required to undergo a skills test.**

**Please include the reference number of the post in the subject line.**

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

**The closing date for receipt of applications is 6 January 2019.**

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](http://www.ukzn.ac.za/). Completed forms must be emailed to Ms Zandile Nyuswa via e-mail Nyuswaz@ukzn.ac.za.