

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

ADMINISTRATIVE OFFICER (FINANCE)

(PEROMNES GRADE 10)

ONE YEAR FIXED-TERM APPOINTMENT

WATER, SANITATION AND HYGIENE RESEARCH & DEVELOPMENT (WASH R&D) CENTRE

SCHOOL OF ENGINEERING

HOWARD COLLEGE CAMPUS

REF NO.: ADMIN OFFICER (FINANCE)_WASH CENTRE_2023

The WASH R&D Centre, located at the University of KwaZulu-Natal is an externally funded team of professional researchers working on multidisciplinary projects in the urban and industrial water and sanitation sector.

The Centre is looking for an administrative officer to provide admin & finance support the Centre for:

- Travel co-ordination (S&T, visas, itineraries) and bookings
- Management of the Centre's assets (excluding laboratory)
- Overseeing staff expense claims
- Processing of student expense claims
- Co-ordination of requirements for visitors and contractors
- Overseeing office facilities
- First point of contact for the Centre

The incumbent will report to the Centre's Admin & Finance Manager.

Minimum Requirements:

- Matric plus one year relevant qualification
- Three years relevant experience in financial administration or similar environment
- Experience in word processing and spreadsheets

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

Enquiries and details regarding this post may be directed to Lungile Ndlela email: ndlela1@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 17th March 2023.

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 and direct any queries to Lungi Ndlela ndlela1@ukzn.ac.za

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.