

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.

Applications are invited from internal UKZN permanent staff members only.

For this position, applications are invited from African Males, African Females and People with Disabilities.

PHYSICAL PLANNING & OPERATIONS DIVISION

**ASSISTANT ADMINISTRATION OFFICER
CAMPUS MANAGEMENT SERVICES
(6 MONTH'S FIXED TERM CONTRACT)
(PEROMNES GRADE 11)**

REFERENCE NUMBER: CMS08/2013

The incumbent will be required to provide secretarial and administrative support to Campus Management Services. This would also include processes to ensure orders are placed for specific works done by service providers, issuing of order numbers, collating of completed service requests together with approved invoices and uploading invoices for payment. Monitoring the process for service requests from the time it is logged to the time it is closed with all intermediate defined tasks complete. Attend to all related queries with reference to payment to service providers and thus minimising administration for the technical team. The incumbent will also be required to carry out helpdesk functions.

Minimum requirements:

- Matric;
- A Secretarial Diploma/Admin/Business Management/Office Management Technology/Office/Management/Administration/Customer Services Management/Public Relations OR similar.

Advantage:

- Experience in a University/Property/Maintenance environment.

The remuneration package offered is R135, 100 per annum.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. The closing date for receipt of application is 17 December 2013. Completed forms must be sent to Recruitment-support1@ukzn.ac.za The Advert Reference Number MUST be clearly stated in the subject line.