

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**

**SCHOOL OF BUILT ENVIRONMENT & DEVELOPMENT STUDIES**

**ADMINISTRATION OFFICER: SCHOOL OFFICE**

**GRADE 10**

**(SIX MONTHS FIXED TERM)**

**HOWARD COLLEGE CAMPUS**

An opportunity has arisen in the School of Built Environment and Development Studies, for an Administration Officer (School Office) for a period of **six (6) months**. The position reports to the School Operations Manager.

The purpose of the job is to provide administrative support required for the school operations and committees and to provide secretarial support to the Academic Leaders and the School Manager.

**The key responsibilities of the incumbent include:**

- Administrative support for School Operations
- Committee Administration
- Secretarial Support: Academic Leaders and School Manager
- General Administration

**MINIMUM REQUIREMENTS:**

- Matriculation plus one-year relevant qualification
- Three years of relevant experience in office/committee administration
- Experience in financial administration
- Experience in word processing and spreadsheets
- Experience in minute taking and report writing.

Applicants should send their CVs and a covering letter explaining how they meet the minimum requirements sufficiently to perform adequately in the role to Ms. Angeline Msomi ([Msomia1@ukzn.ac.za](mailto:Msomia1@ukzn.ac.za)), **by no later than Friday 15 September 2023**