

**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 AGRICULTURE, ENGINEERING AND SCIENCE**

**ASSISTANT ADMINISTRATIVE OFFICER  
(PEROMNES GRADE 11)  
SIX MONTH FIXED-TERM (3/4 posts)  
SCHOOL OF CHEMISTRY AND PHYSICS  
WESTVILLE AND PIETERMARITZBURG CAMPUSES**

**REF NO.: SCP08/2023 (re-advertisement)**

This position will be required to provide general administration and academic administration (undergraduate and postgraduate) support. S/he will assist in ensuring an efficient, organised, and coordinated undergraduate and postgraduate student service and will also be expected to maintain the postgraduate database using MS Teams. S/he will be expected to provide support in all areas of student academic administration. The operational requirement of this portfolio will be facilitated on both the Westville and Pietermaritzburg campuses of UKZN. In addition, the incumbent will assist the Manager: School Operations in the management of the campus student and general administrative functions. The incumbent will ensure the efficient processing of student academic administration, maintain student and module records, and provide accurate and relevant information to staff, students, parents and the public. S/he will carry the full responsibility of Committee Officer for important strategic School Committees. S/he will have the ability to pay close attention to detail and have the ability to work accurately under pressure. S/he will also have excellent interpersonal and organisational skills.

The incumbent will report to the Principal Administrative Officer.

**Minimum Requirements:**

- Matric plus a relevant one-year qualification
- Two (2) years of relevant work experience in a similar environment;
- Proven experience in minute-taking, letter and report writing;
- Proven experience and competency in word processing and spreadsheet
- Proficiency with MS Office, iEnabler, ITS/SMS (or equivalent), MS Teams

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

Enquiries and details regarding this position, may be directed to Mrs Yvonne Gengiah on 031-2603103 or e-mail: [Gengiah@ukzn.ac.za](mailto:Gengiah@ukzn.ac.za)

**The remuneration will be at the University's standard rates of pay.**

**The closing date for receipt of applications is 6 October 2023.**

**Applicants must complete the relevant application form, which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms should be submitted to [scp.recruit@ukzn.ac.za](mailto:scp.recruit@ukzn.ac.za). The Advert Reference Number MUST be clearly stated in the subject line.**

**The School of Chemistry and Physics reserves the right not to appoint.**

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.