

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 HUMANITIES

**ASSISTANT ADMINISTRATIVE OFFICER
(PEROMNES GRADE 11)
EIGHT MONTHS FIXED TERM APPOINTMENT
STUDENT SUPPORT SERVICES
PIETERMARITZBURG CAMPUS**

REF NO. HUMSS01/2004

The College of Humanities Student Support Services division seeks to employ a suitably qualified person for the position of Administration Officer for its Pietermaritzburg office. The incumbent will be responsible for maintaining student counsellor dairies, scheduling appointments, responding to student, staff and public enquiries via email and telephone, coordinating student emergency responses and interventions, record-keeping and filing, duties relating to staff meetings, communication on the University notice system, data management, and general office management. The incumbent must be able to work well under pressure and as part of a team.

The following competencies are important in this role i.e knowledge and skills in working with the online platforms, the good communication and organisation skills and proficiency in isiZulu.

The incumbent will report to the Manager, Dr Angeline Stephens

Minimum Requirements:

- Matric plus a one-year relevant qualification
- Two years of relevant work experience
- Proven experience in Microsoft Office programmes, (word-processing, spreadsheets, PowerPoint).

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

Enquiries and details regarding this post, including a job profile may be directed to Dr Angeline Stephens at email address: stephensa@ukzn.ac.za

The remuneration will be in line with UKZN fixed term rates of pay.

The closing date for receipts of applications is 16 April 2024.

Applicants are required to complete the relevant application form (Support) which is available on the Vacancies website at www.ukzn.ac.za

Completed application forms may be sent to stephensa@ukzn.ac.za
Please state the advert reference number in the subject line.

Only short-listed candidates will be contacted.

The remuneration package offered will be in accordance with the University's policy on fixed-term appointments.

The closing date for receipt of applications is 12 April 2024

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.

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