

The University of KwaZulu-Natal is committed to employment equity

**COLLEGE OF HUMANITIES
SCHOOL OF RELIGION, PHILOSOPHY AND CLASSICS
NETWORK FOR SEXUAL AND REPRODUCTIVE HEALTH RIGHTS AND THEOLOGY
ASSISTANT ADMINISTRATIVE OFFICER (GRADE 11)
1 YEAR FIXED-TERM CONTRACT
(RENEWABLE DEPENDING ON FUNDING)
PIETERMARITZBURG CAMPUS
REFERENCE NUMBER: RPC04/2014**

The School of Religion, Philosophy and Classics is a school with vibrant undergraduate and postgraduate programmes and an excellent track record in competitive research output. The Gender, Religion and Health program seeks to appoint an Administrator to assist with all administrative/finance duties. Duties include, but are not limited to the following:

- General Admin duties
- Photocopying
- Filing
- Course readers
- Time-tabling
- Registers
- Evaluations
- Minute –taking,
- Student administration
- Library assistance
- Booking of venues and catering
- Arranging travel
- Liaising with guest speakers
- Keeping sound financial records in line with UKZN's procurement policies
- General assistance to academic staff in the programme

MINIMUM REQUIREMENTS:

- Matric and 3 years relevant work experience.
- Proven appropriate computer skills.

ADVANTAGES:

- Familiarity with the rules of the University and the College as they apply to postgraduate programmes.
- Good interpersonal skills.
- Ability to work as part of a team.

- Experienced in capturing requisitions, and uploading of invoices.
- Experienced in capturing of appointments.
- Online travel bookings – My Market

Applicants are required to submit a covering letter addressing each of the minimum requirements in the advertisement together with a CV and full details of three referees. Incomplete applications will not be considered. Closing date for applications: 2 May 2014. Applications to be sent to: Professor Sarojini Nadar, Email nadars@ukzn.ac.za