

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.
Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ASSISTANT ADMINISTRATIVE OFFICER – 5 MONTHS FIXED TERM
(PEROMNES GRADE 11)**

**SCHOOL OF LIFE SCIENCES
PIETERMARITZBURG CAMPUS**

REFERENCE NO: SLS 17/2024

The School seeks to appoint a motivated person to provide administrative support on the Pietermaritzburg campus. He/she will provide assistance to students at reception, attend to telephonic queries, and all other reception functions, arrange consultation between students and academic staff, record and maintain student correspondence, registration and exam results. He/she will liaise with College Student Administration office regarding student matters, capture and maintain student mark records on SMS, collate DP marks, assist with DP refusals and appeal processes, prepare reports for exam committee meetings, administer exam process in the School and handle queries with regards to exams and results. In addition, he/she will be required to provide administrative support to the Academic Leaders as and when required.

This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills.

The incumbent will report to the Principal Administration Officer.

Minimum Requirements

- Matric plus one year relevant qualification.
- 2 years' work experience in a student administration environment.
- Experience and competency in word processing and spreadsheets.
- Experience in the use of Student Management System (SMS).

Enquiries and details regarding this post, may be directed to Mrs D Chinniah, email chinniahd@ukzn.ac.za.

The closing date for applications is **31st May 2024**.

Applicants are required to submit a covering letter and their CV. The letter must provide details of the candidate's experience in the minimum requirements as listed above. Application documentation must be sent to Ms Xolisile Shandu, e-mail: shandu@ukzn.ac.za

Please note that correspondence will be limited to short-listed candidates.

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.