

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 HUMANITIES

TEMPORARY CONTRACT (6 MONTHS) ADMINISTRATIVE OFFICER (HEXAGON THEATRE)

PEROMNES (GRADE 10)

SCHOOL OF ARTS

REFERENCE NUMBER: SOA Hex01/2024

The Hexagon Theatre is looking for a team player who will be responsible for the theatre's administration, front-of-house duties and reception. The successful candidate must be prepared to help with tasks required by the projects undertaken by the theatre, which include regular evening and weekend work. The incumbent will provide administrative support for university staff and students as well as external theatre clients and suppliers. The incumbent will report to the Hexagon theatre Director.

MINIMUM REQUIREMENTS:

- Senior Certificate [Matric] and one-year relevant qualification.
- Two years of relevant experience in a similar environment.
- Proven appropriate computer skills (Word processing, spreadsheet, Zoom, Teams software/applications)
- Experience in finance administration
- Proficiency in English and IsiZulu.
- Candidate must be able to start immediately.

Enquiries and details regarding this post may be directed to Ms Fezile Radebe, email RadebeF@ukzn.ac.za

Remuneration: The remuneration offered will be in accordance with UKZN fixed-term rates of pay.

The closing date for receipt of applications is Friday 12th July 2024.

Applicants are required to submit a cover letter and CV. The letter must provide details of the candidate's fulfilment of each of the minimum requirements as listed above.

Please e-mail applications to: Ms Khala-Phiri, email Khala-phiri@ukzn.ac.za

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.