**The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the**

**Intention to promote representativity within the Institution.**

**Preference will be given to applicants from the African designated groups.**

**COLLEGE OF HUMANITIES**

**ADMINISTRATIVE OFFICER X2**

**(PEROMNES GRADE 10)**

**COLLEGE DEAN: RESEARCH OFFICE (HOWARD COLLEGE CAMPUS)**

**SIX MONTH CONTRACT**

**REFERENCE NUMBER: CRO2/2024**

The Office of the College Dean of Research seeks to appoint an individual on a six month contract, to provide professional administrative services to the College. The successful incumbent will be required to render an effective and efficient administrative service on matters of Research and Postgraduate endeavours in order to help enhance the research profile and productivity in the College.

To assist the Dean of Research with this task, an Administrative Officer will do the following:

**Minimum Requirements**

* Matric plus one-year relevant qualification
* Three (3) years administrative work experience in a Higher Education Institution
* Relevant experience in the administration of research related projects and activities in a Higher Education Institution
* Relevant experience in working with postgraduate student administration
* Sound and appropriate business computer literacy skills and knowledge
* Sound interpersonal skills
* Relevant experience in planning and coordinating Postgraduate conference and training.

**Advantages:**

* Experience in working with postgraduate student administration
* Experience in working on the ITS System
* Experience in working in a team-based environment
* Experience in coordination of research enhancement projects
* Relevant experience in dealing with the administration of Bursaries and Scholarships
* Available to assume duty with immediate effect

**The remuneration will be in accordance with the University’s policy on fixed term appointments, no benefits are attached to this appointment.**

**The closing date for receipt of applications is Monday, 29 July 2024 ONLY shortlisted candidates will be notified.**

**Applicants are required to complete the relevant application form which is available on the**

**Vacancies page of the University’s website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms must be sent via e-mail to (****NtantaS@ukzn.ac.za****).**

**The advert Reference Number must be clearly stated in the subject line, please put reference number on subject line.**