

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

**ASSISTANT ADMINISTRATIVE OFFICER
GRADE 11 x 2 POSITION**

SCHOOL OF APPLIED HUMAN SCIENCES

HOWARD COLLEGE CAMPUS

3 MONTHS FIXED-TERM APPOINTMENT

The incumbent will be placed in the School Office, and s/he will provide administrative support to the Academic Leaders within the School. The incumbent will work closely with the Disciplines of Criminology, CCMS, Psychology and Social Work, including the School Finance Officer and School Operations Manager. S/he will need to pay attention to detail and be able to work under pressure. The incumbent will report directly to the School Operations Manager and have a dotted reporting line to the Academic Leaders.

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.

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 may be required to undergo a skills test. The closing date for receipt of applications is 17 September 2024. The remuneration offered does not include benefits.

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