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

**APPLICATIONS AND INFORMATION OFFICE**

**ASSISTANT ADMINISTRATIVE OFFICER**

**STUDENT ACADEMIC ADMINISTRATION**

**REGISTRAR**

**HOWARD COLLEGE CAMPUS**

**REF NO. SAA01/2024**

**FIXED-TERM APPOINTMENT (6 months)**

**GRADE 11**

The incumbent will be placed in the Applications and Information Office and will report directly to the Head of Applications and Information.

S/he will provide administrative support within the Department and must be able to pay attention to detail and to work under pressure.

**Minimum Requirements:**

* Matric plus a relevant one-year post-matric qualification
* Proven experience in MS Office package, including MS Teams
* Administrative experience
* Telephone etiquette
* Managing Administrative Processes, Problem Solving & Analyzing Information.
* Preferably with Knowledge of University processes and structures and familiar with ITS (Integrated Tertiary Systems)

Enquiries and details regarding this post may be directed to the Cynthia Mbuli, mbulic@ukzn.ac.za. The successful incumbent will be paid as per Approved UKZN Fixed Term Rates.

The closing date for receipt of applications is 18 September 2024.

All applicants are required to apply online on the Career Portal, https://ukzn.ci.hr/applicant/index.php

**NOTE: PLEASE DO NOT SEND THE APPLICATIONS TO INDIVIDUAL E-MAIL ADDRESSES. APPLICATIONS SENT VIA EMAIL WILL NOT BE ACCEPTED.**

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.