

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution.

Preference will be given to applicants from designated groups in accordance with our Employment Equity plan

COLLEGE OF COLLEGE OF LAW AND MANAGEMENT STUDIES
GRADUATE SCHOOL OF BUSINESS & LEADERSHIP

ASSISTANT ADMINISTRATIVE OFFICER ADMISSIONS (1POST)
THREE MONTH FIXED TERM APPOINTMENT
(GRADE 11)

WESTVILLE CAMPUS
REF. NO.: GSB/AAO/2024

The Graduate School of Business is seeking to appoint a highly organized, detail-oriented, and passionate individual for a **three-month fixed-term appointment** to support with Higher Degrees Applications. This role is vital in streamlining our application process by managing submissions, pre-vetting applications, and following up with applicants for outstanding fees and supporting documents, contributing to the smooth operation of our admissions process.

If you have strong communication skills, are committed to accuracy, can interact constructively with stakeholders internal and external to the University, have evidence of Higher Degrees Application processing responsibilities, and can thrive in a fast-paced environment, we encourage you to apply for this exciting opportunity!

MINIMUM REQUIREMENTS:

- Matric plus a one-year relevant qualification
- Two years relevant administrative experience
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel)
- A minimum of 3 months experience in the use of ITS/SMS or equivalent student management system.

The post reports to the School Operations Manager. Enquiries may be addressed to naickerd@ukzn.ac.za. Communication will be limited to short-listed candidates. The remuneration will be in accordance with the University's policy on fixed-term appointments. The closing date for receipt of applications is **23 November 2024**. Applicants are required to complete the relevant application form, which is available on the Vacancies website at www.ukzn.ac.za. Completed forms and CV must be emailed to (Naidook87@ukzn.ac.za). **Please state the advert reference number in your EMAIL subject line.**

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 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.