**The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups per our Employment Equity Plan, including persons living with disabilities.**

**OFFICE OF THE COLLEGE DEAN OF TEACHING & LEARNING,**

**COLLEGES OF HUMANITIES (CHUM)**

**FOUNDATION PROGRAMME (BSS4) ADMINISTRATIVE ASSISTANT OFFICER**

**(1 POST – GRADE 11, 6 MONTHS EXTERNALLY FUNDED FIXED-TERM CONTRACT)**

The University of KwaZulu-Natal (UKZN) is committed to student access, diversity and success. The Office of the Dean of Teaching and Learning in the College of Humanities seeks to appoint one (1) administrative assistant for the Foundation Programme (BSS4) for 6 months. The post is a 6 months fixed-term contract. The post is renewable, subject to the performance of the incumbent and the availability of external funding. The Administrative Assistant Officer will provide administrative, secretarial and HR-related support for the College’s Foundation Programme and secretarial and committee work for the Office of the Dean of Teaching and Learning. The candidate should have high personal integrity and the ability to deal with sensitive issues delicately and diplomatically while maintaining complete discretion and confidentiality. The candidate should have good interpersonal and client service skills to enable successful liaison and interaction with all University stakeholders. The candidate must be able to work well under pressure. The successful candidate must be proficient in English and proficiency in IsiZulu or any Nguni languages an advantage. The successful candidate should have no criminal record. The incumbents will report to the College Head of Academic Monitoring and Support and the Dean of Teaching and Learning.

**Minimum Requirements:** *Applicants must meet the following minimum requirements:*

* Senior Certificate/Matric: with a completed post-school qualification relevant to the appointment, an advantage
* Two years of relevant administrative and secretarial experience at a tertiary institution, with experience in minute-taking and setting of agenda, etc., for meetings, an advantage
* Relevant experience with MS PowerPoint, MS Teams/ Zoom, MS Forms, and Microsoft Outlook; with a high level of proficiency in word processing (MS Word), spreadsheets (MS Excel) and Moodle/Learn an advantage

**CLOSING DATE FOR APPLICATION: 18 December 2024 at 16h30**

To apply, please click on the link <https://forms.office.com/r/QiMnqAZArX>

Enquiries and details regarding this post, including requests for a job profile, may be directed to Miss Nonjabulo Tshabalala at [TshabalalaN@ukzn.ac.za](mailto:TshabalalaN@ukzn.ac.za)

*Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant/s may not hold dual/ concurrent appointments in other Colleges, Schools or Units at UKZN.*

***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 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.***