

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 AGRICULTURE, ENGINEERING AND SCIENCE

COLLEGE OFFICE

STUDENT SUPPORT SERVICES

HELP DESK INTERN-

PIETERMARITZBURG CENTRE

SIX MONTH FIXED-TERM CONTRACT

REFERENCE NUMBER: AES01/2025

ABOUT THE INITIATIVE

The University of KwaZulu-Natal seeks to provide unemployed University graduates employment and on the job training as part of the College of Agriculture, Engineering and Science Internship programme. We are seeking a dynamic, organised and motivated Help Desk Intern to join our Student Support Services Counselling team to provide comprehensive office management and administrative support. The role involves managing diaries, coordinating appointments, and ensuring clients are attended to promptly, alongside overseeing correspondence, maintaining an efficient filing system, and ensuring equipment functionality. You will support marketing efforts by creating and updating promotional materials, designing content for various platforms, and coordinating events. The position also involves facilitating team schedules, handling student queries, organizing staff travel, catering and accommodation, maintaining asset registers, taking minutes of staff meetings and ensuring excellent customer service and confidentiality.

WHO SHOULD APPLY?

Young talented graduates between the ages of 18 and 35, currently unemployed, not studying full time, nor receiving any form of a government grant (including NSFAS), young persons living with disability and women, you are eligible and encouraged to apply. In addition, you must have

- A relevant University qualification in Psychology, Office Administration, Business Management, or a related field
- An excellent ability to work with people and within groups;
- Good communication skills, be a good listener;
- Proficiency in the Microsoft Office Suite
- An interest in serving the university community.

The successful candidate will be placed on a graduate Internship for six months in 2025.

The successful incumbent will be paid a stipend based on qualification.

The closing date for receipt of applications is Wednesday 8 January

2025

To apply for the Internship opportunity, applicants must send a **comprehensive CV** by email to: barnsley@ukzn.ac.za

Enquiries and details regarding this post may be directed to Shelley Barnsley; barnsley@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.

ADDITIONAL INFORMATION:

Should you receive notice that you have been selected for shortlisting, you will be required to prepare the following documents:

- Supply 3 References/testimonials
- Certified qualifications such as Matric and university qualification or confirmation of completion.

Certified copy of South African identity document (this opportunity is only available to South African Citizens and permanent residents).

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.