

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to provide representivity within the institution.

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

COLLEGE OF LAW AND MANAGEMENT STUDIES

**SCHOOL OF LAW
RESEARCH & HIGHER DEGREES ADMINISTRATIVE ASSISTANT
SIX-MONTH FIXED-TERM CONTRACT (GRADE 10)
HOWARD COLLEGE CAMPUS**

REF NO: LF02/2025

The School of Law seeks to appoint a research and higher degrees administrative assistant on a six-month fixed-term contract. The incumbent will be responsible for but not be limited to postgraduate module administration, assistance with the processing of applications, registration assistance, and general administrative support in the Postgraduate Centre. These will include rendering support to the academic colleagues teaching on the assigned modules, uploading materials on the Learn2025 pages, communicating with students, and capturing of assessment marks. The incumbent will also be required to assist with the planning and organising of key events such as the Victoria & Griffiths Mxenge Memorial Lecture and Student Awards, and the Ellie Newman Memorial Moot Final Competition,

In addition to meeting all the minimum requirements listed below, the incumbent must possess strong organisational skills, be proficient in English and have excellent interpersonal, communication, writing and numeracy skills. A high level of competence in using Zoom, Teams, Outlook, Learn/Moodle, SMS, MS Word, and Excel (spreadsheets) is essential. S/he must be able to work well under pressure, meet deadlines, handle conflict situations well and work both independently and as a team member.

The incumbent will report to the School Operations Manager.

Minimum Requirements:

- Matric, plus a relevant one-year tertiary qualification.
- Minimum three (3) years of relevant experience in a similar role/position within the University or Tertiary Education sector.
- Proven relevant computer skills.

The remuneration will be in accordance with the University's policy on fixed-term appointments. Applicants are required to complete the relevant application form (support staff), which is available on the Vacancies page of the University website at www.ukzn.ac.za. Do not send separate CVs or other attachments.

The advertisement reference number (LF01/2025) must be stated in the subject line of your email.

Applications must be sent to the School Manager, School of Law, Ms R Amod, at amod@ukzn.ac.za.

The deadline for the receipt of applications 23 March 2025. Communication will be limited to shortlisted candidates only.

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.