

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the Intention to promote representativity 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

COLLEGE DEAN: RESEARCH OFFICE

**ADMINISTRATIVE OFFICER: GRADE 10
FIXED TERM CONTRACT**

(WESTVILLE CAMPUS)

REF NO.: CLMS 01-03/2025

The Office of the College Dean of Research seeks to appoint an individual on an 8-month contract to provide professional administrative services to the College. The successful incumbent will be required to render effective and efficient administrative service on matters of Research and Postgraduate endeavours in order to help enhance the research profile and productivity in the College. Sound and appropriate business computer literacy skills and knowledge. Ability to work independently and as a team member in research and higher degrees portfolio.

Minimum Requirements:

- Matric plus one-year tertiary qualification.
- Three (3) years of administrative work experience in a Higher Education Institution
- Minimum of 3 years relevant experience in the administration of research-related projects and activities in a Higher Education Institution
- Minimum of 3 years relevant experience in planning and coordinating Postgraduate conferences and training
- Minimum of 2 years' experience in data collection and analysis and an experience in minute-taking and report writing

Shortlisted candidates may be required to undergo a skills test.

Enquiries regarding this post may be directed to Miss B Mokoena at mokoena@ukzn.ac.za

The closing date for receipt of applications is Monday, 31 March 2025

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University's website at www.ukzn.ac.za.

Completed forms must be sent via e-mail to (mokoena@ukzn.ac.za).

The advert Reference Number must be clearly stated in the subject line

The remuneration will be in accordance with the University's policy on fixed term appointments.