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 by our Employment Equity Plan.

COLLEGE OF HUMANITIES

ASSISTANT ADMINISTRATIVE OFFICER (2 POSTS)
PEROMNES GRADE 11
(FIXED TERM APPOINTMENT: 1 APRIL TO 30 JUNE 2025)
SCHOOL OF EDUCATION
EDGEWOOD CAMPUS
REFERENCE NO.: SoEPS5/2025

The incumbent will be placed in the Postgraduate Certificate in Education (PGCE) Office to provide efficient processing of student academic administration from applications to registration. They will need to be diplomatic, have the ability to pay attention to detail, and be able to work under pressure.

The incumbent will report to the Acting Principal Administrative Officer: Postgraduate Studies.

Minimum Requirements:

- Matric plus a relevant one-year post-school qualification
- Two years of relevant work experience in postgraduate student administration
- Proven experience in the use of student database system
- Proven experience in word processing and spreadsheets

Shortlisted candidates may be required to undergo a Skills Test.

Inquiries and details regarding this post, as well as requests for a job profile, may be directed to Ms Sibongile Mbanjwa email address Mbanjwa@ukzn.ac.za

The Remuneration offered will be in accordance with the UKZN Fixed Term Rates of Pay.

The closing date for receipt of applications is 7 April 2025.

Applicants are required to complete the relevant application form, which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to MazibukoS2@ukzn.ac.za

The REFERENCE NUMBER must be clearly stated in the 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 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