

**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 in accordance with our Employment Equity Plan.**

COLLEGE OF LAW AND MANAGEMENT STUDIES

GRADUATE SCHOOL OF BUSINESS AND LEADERSHIP

ADMIN OFFICER: GRADE 9

18 MONTHS FIXED -TERM

WESTVILLE CAMPUS

REFERENCE NO: RLED02/2025

The incumbent will provide comprehensive and effective administrative support to the RLED Project Manager. The position requires efficient running of various projects and ability to administer online delivery of training courses for the project. S/he will be primarily responsible for compiling reports for EDTEA on the project outcomes and experience of taking minutes of meetings. This is an externally funded post and subject to funding by EDTEA. The ideal candidate should have knowledge and experience in the following:

- Computer proficiency in word processing and spreadsheet packages.
- Experience with organizing events.
- Experience in Minute taking of official meetings
- Report writing
- Managing events
- Good interpersonal and communication skills;
- Able to work under pressure, meet deadlines and work as a member of a team;
- Able to independently manage a large and varied administrative area of responsibility; and
- Take minutes of EDTEA-UKZN meetings
- Comply reports for EDTEA on a quarterly basis

Minimum Requirements:

- Matric plus three-year relevant qualification (Degree or Diploma)
- Three to Five years relevant experience in a University/ or Government department environment;

The closing date for receipt of applications is 10 April 2025. Enquiries and details regarding the post may be directed to Dr Mlondi Vilakazi - vilakazim@ukzn.ac.za. **Communication will be limited to short-listed candidates.** 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 website at www.ukzn.ac.za. Completed forms must be emailed to Mrs **Kiru Naidoo** - **031 260 7564** or e-mail: Naidook87@ukzn.ac.za

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 endeavor 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.