

**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 :(Finance and HR) GRADE 10**

**18 MONTHS FIXED -TERM**

**WESTVILLE CAMPUS**

**REFERENCE NO: RLED03/2025**

The incumbent will provide HR and Financial administrative support to the LED Manager, EDTEA-UKZN project. S/he will be primarily responsible for financial and general HR administration, procurement, cost centre reconciliation, processing salary appointment forms, cost recovery, extracting and maintaining accurate financial records. This is an externally funded post and subject to funding by EDTEA. The incumbent will report to the RLED Project Manager. The ideal candidate should have knowledge and experience in the following:

- Computer proficiency in word processing and spreadsheet packages.
- Experience with finance i-Enabler.

**Minimum Requirements:**

- Matric plus one-year relevant qualification (preferably in Office Management, Financial administration or bookkeeping);
- Three years relevant experience in a in a University/ tertiary education 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](mailto: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](http://www.ukzn.ac.za). Completed forms must be emailed to Mrs **Kiru Naidoo** - 031 260 7564 or e-mail: [Naidook87@ukzn.ac.za](mailto: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.*