

The University of KwaZulu-Natal (UKZN) 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 AGRICULTURE, ENGINEERING AND SCIENCE
FINANCE OPERATIONS OFFICER
(PEROMNES GRADE 9)
6 MONTHS FIXED TERM CONTRACT

PIETERMARITZBURG CAMPUS

REF NO.: CAESF02/2025

As a member of the College Finance team, the incumbent will perform the functions of Assets maintenance, Procurement and Creditors within the College. He/She will provide Financial administrative support to Schools within the College. He/she will also assist with Ad hoc College Finance activities as directed by the Manager: College Finance.

The incumbent will report to the Manager: College Finance.

Minimum requirements:

- A 3-year Qualification in Finance/Accounting/Supply Chain Management or related field.
- Three (3) years procurement/buying/asset management/creditors experience
- Experience of ITS in a tertiary environment.
- Demonstrable knowledge of MS Office applications.

Short-listed candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Mandlenkosi Mhluli, 033-260 6983 or email mdhlulim@ukzn.ac.za

The total remuneration offered will be at the prevailing University rates on Fixed term appointments.

The closing date for receipt of applications is 11 April 2025.

Applicants are required to submit a covering letter and their CV. The letter must provide details of the candidate's experience in the minimum requirements as listed above. Application documentation must be sent to Ms Nolleen Chidzawo, e-mail: Chidzawon@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.

Please note that correspondence will be limited to shortlisted candidates.

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.