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.

<u>**COLLEGE OF HUMANITIES**</u>

TECHNICAL ADMINISTRATIVE OFFICER (1 POST)
(LAN AND STUDENT ADMINISTRATION)
SCHOOL OF EDUCATION
EDGEWOOD CAMPUS
FIXED-TERM APPOINTMENT: 1 JULY TO 30 SEPTEMBER 2025

REFERENCE NO.: SoEPS13/2025

The incumbent will provide technical and administrative support to the Mathematics and Computer Science Cluster:

- S/he will be responsible for the Computer Science Education LAN (OMC LAN) concerning installing all discipline-specific software and maintaining regular updates of the licenses for this software. S/he will provide technical expertise, advice to staff and students, and necessary support during teaching in the LAN. The incumbent will be required to liaise with ICS regarding reimaging PCs when needed.
- S/he will be responsible for the module administration processes, such as setting up tutorial groups, uploading continuous and examination marks, exit module moderation, and serving as the first point of contact for any teaching/module-related queries.

MINIMUM REQUIREMENTS:
- Matric plus a three-year relevant qualification in a computer-related field
- Three-year of relevant experience in a similar environment
- Proficiency in word processing and spreadsheets
- Proven computer literacy

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

Enquiries and details regarding this post may be directed to Mr Thamsanqa Ndebele, email: NdebeleT2@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 6 June 2025.

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

Please e-mail applications to Mrs Anisha Aungadh, School of Education, Edgewood Campus. E-mail: AungadhA@ukzn.ac.za

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 the personal information recorded through this recruitment and selection process.