

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

**ADMINISTRATIVE OFFICER/ASSISTANT ADMINISTRATIVE OFFICER (4 POSTS)
(TEACHING PRACTICE OFFICE)
(1 JULY – 30 SEPTEMBER 2025)
SCHOOL OF EDUCATION
EDGEWOOD CAMPUS**

REFERENCE NO.: SoEPS14/2025

The incumbents will provide administrative support to the Teaching Practice operations with respect to student placements, coordination of tutors and consolidation of reports, and capturing of marks and serve as the first point of contact for any teaching practice-related queries. S/he will provide administrative support to the teaching endeavours for Teaching Practice undergraduate modules and serve as the first point of contact for any teaching/module-related queries. They will report to the Principal Administrative Officer: Student Administration.

MINIMUM REQUIREMENTS: ADMINISTRATIVE OFFICER

- Matric plus a relevant one-year post-school qualification
- **Three-year experience in student administration with teaching practice**
- Proven experience in word processing and spreadsheets
- **Experience in the submission of claim payments**

MINIMUM REQUIREMENTS: ASSISTANT ADMINISTRATIVE OFFICER

- Matric plus a relevant one-year post-school qualification
- **One year experience in student administration with student placement**
- 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 Mrs Bongekile Mnguni, email address: Bhengu@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.

Completed forms may be sent to AungadhA@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