

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 (1 POST)
(TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING)
SCHOOL OF EDUCATION
PIETERMARITZBURG CAMPUS
FIXED-TERM APPOINTMENT: 1 JULY TO 31 DECEMBER 2025**

REFERENCE NO.: SoEPS16/2025

The incumbents will be placed in the Technical and Vocational Education and Training (TVET) Office to provide efficient processing of student academic administration from applications to registration. Furthermore, will provide finance administration service for TVET. S/he will need to be diplomatic, have the ability to pay attention to detail, and be able to work under pressure. S/he will report to the Principal Administrative Officer: Student Administration.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year post-school qualification
- Three-year relevant experience in postgraduate student and finance administration
- Experience in the use of a student database system
- Proven experience in processing requisitions, claims, and payment of invoices
- Experience in word processing and spreadsheets

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

Enquiries and details regarding this post may be directed to Ms Sibongile Mbanjwa, email: Mbanjwa@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: Jeenarains@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 Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is 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 the personal information recorded through this recruitment and selection process.