

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 (1 POST)
(TEACHING AND LEARNING OFFICE)
SCHOOL OF EDUCATION
EDGEWOOD CAMPUS
FIXED-TERM APPOINTMENT: 1 JULY TO 30 SEPTEMBER 2025**

REFERENCE NO.: SoEPS17/2025

The incumbent will be based in the Teaching and Learning Office and will provide administrative support to the teaching endeavours for undergraduate modules and serves as the first point of contact for any teaching/module-related queries. They will need to be diplomatic, have the ability to pay attention to detail, and be able to work under pressure. Furthermore, they will perform other administrative duties within the Teaching and Learning Office. The use of a student database system is a critical element in effective module administration. The incumbent will report to the Principal Administrative Officer (Undergraduate Studies)

Minimum Requirements: Administrative Officer

- Matric plus a relevant one-year post-school qualification
- **Three years of relevant work experience in an undergraduate student administration**
- Proven experience in the use of SMS or equivalent mark management system
- Proven experience in word processing and spreadsheets
- Experience in minute taking

Minimum Requirements: Assistant Administrative Officer

- Matric plus a relevant one-year post-school qualification
- **Two years of relevant work experience in an undergraduate student administration**
- Proven experience in the use of SMS or equivalent mark management system
- Proven experience in word processing and spreadsheets
- Experience in minute taking

Shortlisted 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 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 9 June 2024.

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