

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 in accordance with our Employment Equity Plan.

COLLEGE OF HUMANITIES

ASSISTANT ADMINISTRATIVE OFFICER

APPLIED HUMAN SCIENCE

(NEW SCHOOL OF SOCIAL SCIENCE)

2 MONTHS FIXED-TERM APPOINTMENT

REFERENCE NO: SAHSWK06/2025

The School of Applied Human Sciences (to be incorporated in the new School of Social Science) invites applications. The incumbent will be placed in the Discipline of Social Work, and s/he will provide administrative support and coordinate the registration of students with the South African Council for Social Service Professions (SACSSP) and coordinate placement processes for Social Work students. S/he will need to be diplomatic, have the ability to pay attention to detail, and be able to work under pressure. The incumbent will report directly to the Academic Leader of the Discipline of Social Work.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year qualification
- Three years of relevant experience in a tertiary institution
- Proven experience in MS Office package, including MS Teams
- Knowledge of University processes and structures
- Good organizational and interpersonal skills
- Detail-oriented and excellent written and verbal communication skills
- Experience in working with a range of organisations will be advantageous

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

All applications must be submitted in the Applications format for support staff, found at <http://vacancies.ukzn.ac.za/Home.aspx>

The application form, clearly indicating the reference number applied for, must be emailed to Joion@ukzn.ac.za before the closing date. Late applications will not be considered.

The University reserves the right not to make an appointment for this advertisement.

The closing date and time for receipt of applications is 3 July 2025

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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.