

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

**ASSISTANT ADMINISTRATIVE OFFICER (1 POST)
(BANKSETA DIGITAL LITERACY PROJECT)
SCHOOL OF EDUCATION
EDGEWOOD CAMPUS**

FIXED-TERM APPOINTMENT: 1 AUGUST 2025 TO 31 DECEMBER 2025

REFERENCE NO.: BDLP01/2025

The School of Education seeks to employ a dynamic and hardworking individual to work on a full-time basis in a 6-month fixed-term contract as an administrative officer. The incumbents will be required to assist with administrative and project management responsibilities in the BANKSETA Digital Literacy Project, as well as other related projects as mandated. This task also includes handling basic financial administration for the project.

Minimum Requirements:

- Matric plus a relevant one-year post-school qualification
- Two years of experience in project administration or a similar environment
- Proven experience in basic financial administration, including financial reporting and audit processes
- Proven experience in community outreach and/or working with student organizations (NPOs)
- Computer literacy and competence in MS Office

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

Enquiries and details regarding this post may be directed to Professor Phumlani Myende, email MyendeP@ukzn.ac.za

The remuneration: R10 000 per month.

The closing date for receipt of applications is 4 July 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 Ms Sylvia Danster, School of Education, Edgewood Campus. E-mail: DansterS@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.