

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity Plan.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ASSISTANT ADMINISTRATIVE OFFICER (PEROMNES GRADE 11)
FIVE MONTH FIXED-TERM APPOINTMENT
(01 AUGUST 2025 – 31 DECEMBER 2025)**

**SCHOOL OF AGRICULTURE & SCIENCE
DISCIPLINES OF CHEMISTRY & PHYSICS
DURBAN CENTRE**

REF NO.: CP07A/2025

This fixed-term opportunity has arisen due to the need to provide support in student academic administration and to ensure business continuity where the permanent member of staff is in an acting capacity at another sector of the University.

The incumbent will be required to provide general administration and academic administration (undergraduate and postgraduate). S/he will assist in ensuring an efficient, organized, and coordinated undergraduate and postgraduate student service. S/he will provide support in all areas of student academic administration. The operational requirement of this portfolio may be facilitated on both the Howard and Westville campuses of the Disciplines of Chemistry and Physics, respectively. S/he will ensure the efficient processing of student academic administration, maintain student and module records, and provide accurate and relevant information to staff, students, parents and the public. S/he will carry the full responsibility of Committee Officer for important strategic School Committees. S/he will have the ability to pay close attention to detail and have the ability to work accurately under pressure. S/he is expected to have excellent interpersonal and organisational skills.

The incumbent will report to the Principal Administrative Officer.

Minimum Requirements:

- Matric plus a relevant one-year qualification
- Two (2) years relevant work experience in a similar higher education environment
- Experience in minute-taking, letter and report writing
- Experience and competency in word processing & working with spreadsheets
- Experience with iEnabler, ITS, SMS, MS Teams.

Shortlisted candidates may be required to undertake a skills test.

Enquiries and details regarding this position, may be directed to Mrs Yvonne Gengiah on 031-2603103 or e-mail: Gengiah@ukzn.ac.za

Remuneration: This will be according to the approved University's remuneration policy. There are no benefits associated with the position.

The closing date for receipt of applications is **Wednesday, 23 July 2025.**

Applicants must complete the relevant application form, which is available on the Vacancies website at www.ukzn.ac.za. Completed forms should be submitted to scp.recruit@ukzn.ac.za. The Advert Reference Number MUST be clearly stated in the subject line.

The School of Agriculture and Science reserves the right not to appoint.

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.