

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 LAW AND MANAGEMENT STUDIES**  
**ASSISTANT ADMINISTRATIVE OFFICER**  
**COLLEGE OFFICE**  
**WESTVILLE CAMPUS**  
**FIXED-TERM APPOINTMENT: (4 MONTHS)**  
**REFERENCE NO.: LMS02/2025**

The College of Law and Management Studies seeks to appoint a competent professional to provide efficient and comprehensive administrative support to the Director: Professional Services. Furthermore, s/he will carry out financial administration duties in the Director's Office.

**MINIMUM REQUIREMENTS:**

- Matric plus a relevant one-year post-school qualification
- Two years of experience in secretarial service and administrative support or similar
- Proven experience in processing requisitions, claims, and payment of invoices
- Proven experience in word processing and spreadsheets
- Proven experience in minute-taking.

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

Enquiries and details regarding this post may be directed to Mr Themba Mbongwe, email [Mbongwee@ukzn.ac.za](mailto:Mbongwee@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 20 August 2025.

Applicants are required to complete the relevant application form, which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za)

Please e-mail applications to Mrs Zintwezinhle Ntshangase, College of Law and Management Studies, Westville. E-mail: [Ntshangasez@ukzn.ac.za](mailto:Ntshangasez@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.*