

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 AGRICULTURE, ENGINEERING AND SCIENCE
CENTRE FOR ACADEMIC SUCCESS IN SCIENCE AND ENGINEERING

ASSISTANT ADMINISTRATIVE OFFICER – GRADE 11

PMB CAMPUS – 1 POST
WESTVILLE CAMPUS – 1 POST

TEACHING AND LEARNING SPECIAL PROJECT

FIXED-TERM APPOINTMENT: (1 YEAR)

REFERENCE NO.: CASSE/05/2025

The Centre for Academic Success in Science and Engineering (CASSE) seeks to appoint competent professionals to provide efficient administrative support for special Teaching and Learning [TL] projects. The incumbent will report to the Head, CASSE.

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 appointments, requisitions, claims and assistance with student matters.
- Proven experience in organising trainings, meetings and events.
- Proven experience in minute-taking.
- Proven experience in word processing and spreadsheets.

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

Enquiries and details regarding this post may be directed to Ms Sinenhlanhla Ntshangase, email: NtshangaseS4@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 Friday, 12 September 2025.

Applicants are required to complete the relevant application form for professional staff, which is available on the Vacancies page at www.ukzn.ac.za

Please e-mail applications to Ms Sinenhlanhla Ntshangase, Centre for Academic Success in Science and Engineering (CASSE), Westville. E-mail: NtshangaseS4@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.