

The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups per our Employment Equity Plan, including persons living with disabilities.

OFFICE OF THE COLLEGE DEAN OF TEACHING & LEARNING

COLLEGES OF HUMANITIES (CHUM)

**FIRST-YEAR EXPERIENCE PROGRAMME ADMINISTRATIVE ASSISTANT OFFICER
(1 POST – GRADE 11, ONE-YEAR EXTERNALLY FUNDED FIXED-TERM CONTRACT)
(PIETERMARITZBURG CAMPUS)**

The University of KwaZulu-Natal (UKZN) is committed to student access, diversity and success. The College of Humanities Office of the Dean of Teaching and Learning at UKZN seeks to appoint one administrative assistant officer to the First-Year Experience (FYE) Programme. The post is a fixed-term contract. The post is renewable, subject to the performance of the incumbent and the availability of external funding. There are no benefits attached to this appointment. The Administrative Assistant Officer will provide administrative, financial administrative, secretarial and HR-related support for the College's FYE Programme and secretarial and committee work for the UKZN FYE Task Team. The appointee will also work closely with other key support services and stakeholders. The successful candidate will be expected to work well under pressure and independently. The candidate should have high personal integrity and the ability to deal with sensitive issues delicately and diplomatically while maintaining complete discretion and confidentiality. The candidate should have good interpersonal and client service skills to enable successful liaison and interaction with all University stakeholders. The successful candidate must be proficient in English, and IsiZulu is an advantage. The incumbents will report to the College Head of Academic Monitoring and Support and the Dean of Teaching and Learning.

Minimum Requirements: *Applicants must meet the following minimum requirements:*

- Senior Certificate/ Matric: with a completed *post-school qualification* relevant to the appointment, an advantage
- Two years of relevant administrative (general, and teaching and learning related), financial administrative, and secretarial experience at a tertiary/ higher education institution, with appropriate experience in minute-taking and setting of agenda for meetings, maintaining an electronic filing system etc., an advantage
- Relevant experience with MS PowerPoint, MS Teams/ Zoom, and Microsoft Outlook; with a high level of proficiency in word processing (MS Word), spreadsheets (MS Excel), MS Forms and Moodle/Learn an advantage

Enquiries and details regarding this post may be directed to Dr Sharmila Rama Ramas@ukzn.ac.za.

The remuneration offered is in line with the UKZN fTC pay rates. The closing date for receipt of applications is 19 September 2025, 16h00.

Applicants are required to submit their applications online. To apply, please click on the link: <https://forms.office.com/r/v321dvx4RN>. No emailed applications will be accepted.

Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant/s may not hold dual/ concurrent appointments in the College of Humanities or Schools or Units in the other Colleges at UKZN and outside.

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.