

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

COLLEGE OF HUMANITIES

USINGA SENIOR ASSISTANT ADMINISTRATOR

12 Months Fixed Term Appointment

SCHOOL OF SOCIAL SCIENCES

HOWARD COLLEGE CAMPUS

REFERENCE NO: SOSS: USAA01/2025

The School of Social Sciences seeks to employ 2 administrative and logistical support of the project, including scheduling, documentation, coordination of activities, and assisting with reporting and financial processes. USINGA is a health and demographic surveillance node of the South African Population Research Infrastructure Network (SAPRIN).

Successful candidates will be expected to provide day-to-day administrative, logistical, and coordination support to the project team. This includes maintaining project documentation, assisting with scheduling and meetings, supporting financial and operational processes, and helping to ensure that project activities run smoothly and on time.

The successful candidate will be reporting to the Project Manager.

MINIMUM REQUIREMENTS:

- A relevant diploma (e.g., Management Assistant, Administration, Project Management, Business Management, or related field).
- At least 1 year experience in an administrative or project support role.
- Proficient knowledge of UKZN systems and processes (procurement, handling of petty cash etc.)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).

For queries, contact USINGA on USINGA@ukzn.ac.za

The closing date for receipt of applications is Thursday, 25 September 2025

Please state the job title and the reference in the subject line

Applicants are required to submit the following:

- A comprehensive CV outlining the relevant experience.
- Certified copies of certificates.

Applications must be emailed to matabogep@ukzn.ac.za

