

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to provide representivity within the institution.

Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF LAW AND MANAGEMENT STUDIES

SCHOOL OF LAW

**LAW CLINIC: ADMINISTRATIVE ASSISTANT
FIVE-MONTH FIXED-TERM CONTRACT (GRADE 10)
HOWARD COLLEGE CAMPUS**

REF NO: LF05/2025

The Law Clinic seeks to appoint an administrative assistant on a five-month fixed-term contract. This position has two distinct parts to it:

- 1) Support of the Law Clinic's legal services, which includes, and is not limited to, answering the telephone to clients, dealing with walk-in clients' initial queries/paperwork, setting up client appointments and assisting the Law Clinic Director with tasks pertaining to the daily running of the Clinic; and
- 2) Administrative Assistant tasks in the School of Law, which includes module administration of assigned modules. Some of the module administration responsibilities are, rendering support to the academic colleagues teaching on the assigned modules, uploading materials on the Learn2025 page, communicating with students, and the capturing of test and examination marks.

In addition to meeting all the minimum requirements listed below, the incumbent must possess strong organisational skills, be proficient in English and have excellent interpersonal, communication, writing and numeracy skills. A high level of competence in using Zoom, Teams, Outlook, Learn/Moodle, SMS, MS Word, Excel (spreadsheets) and Finance and HR I-Enabler systems is also essential. S/he must be able to work well under pressure, meet deadlines, handle conflict situations well and work both independently and as a team member.

The incumbent will report to the Director of the Law Clinic and the School Operations Manager.

Minimum Requirements:

- Matric, plus a relevant one-year tertiary qualification.
- Minimum three (3) years of relevant experience in a similar role/position within the University or Tertiary Education sector.
- Proven competence in relevant computer skills.

The remuneration will be in accordance with the University's policy on fixed-term appointments.

Applicants are required to complete the relevant application form (support staff), which is available on the Vacancies page of the University website at www.ukzn.ac.za.

All relevant information must be included in the appropriate space(s) on the official application form. Do not send separate CVs or other attachments.

The advertisement reference number (LF05/2025) must be stated in the subject line of your email.

Applications must be sent to the School Manager, School of Law, Ms R Amod, at amod@ukzn.ac.za.

The closing date for receipt of applications is 28 October 2025.

Communication will be limited to shortlisted candidates only.

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 paperbased formats that are used for processing of the personal information recorded through this recruitment and selection process.