

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 in accordance with our Employment Equity Plan.

COLLEGE OF LAW AND MANAGEMENT STUDIES

SCHOOL OF COMMERCE

**ADMINISTRATIVE OFFICER (TEACHING ADMINISTRATION)
(PEROMNES GRADE 10)**

3-month Fixed-Term Contract

WESTVILLE CAMPUS

REFERENCE NO: SOC82/2025

The incumbent will provide comprehensive administrative support to undergraduate teaching and learning administrative matters in the School. S/he will possess excellent communication skills. This position requires the individual to be diplomatic, pay close attention to detail, and work independently and accurately under pressure.

The incumbent will report to the Academic Manager in the School.

Minimum Requirements:

- Grade 12 plus a one-year relevant qualification;
- Three years of relevant experience in student administration in a tertiary environment;
- Experience in the use of the Student Management System (SMS);
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel).

The closing date for receipt of applications is **11 December 2025**. The University, however, reserves the right to re-advertise the above position to facilitate further searches and increase the pool of applicants, and the right to not appoint and/or stop the recruitment process at any stage.

Enquiries regarding this post may be directed to Mr D Naicker on email: Naickerd@ukzn.ac.za

The job profile, can be obtained from Ms Zandile Nyuswa on e-mail: nyuswaz@ukzn.ac.za

Applicants are required to complete the relevant (Academic or Support) application form which is available on the Vacancies website at www.ukzn.ac.za under vacancies.

Completed applications must be sent to recruitment-soc@ukzn.ac.za

Advert Reference Number **MUST** be clearly stated in the subject line.

Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted

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.