

**The University of Kwa-Zulu-Natal (UKZN) 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**

**3 Months Contract**

**Administrative Officer: Higher Degrees & Research  
(PEROMNES GRADE 10)**

**WESTVILLE CAMPUS**

**REFERENCE No: SOC83/2025**

The successful candidate will be required to provide administrative service and teaching admin support across the academic programmes in the school. The School of Commerce is also a postgraduate school; accordingly, the incumbent will provide comprehensive student administrative service for postgraduate programmes. These programmes generally have a research component. The incumbent will also ensure the efficient processing of student academic administration from application and registration until graduation. S/he will provide accurate, relevant, and up-to-date information upon request to the school leadership, students, and the public. The appointee will also uphold the implementation and monitoring of university student policies and procedures. The successful applicant will need to be diplomatic, with an ability to pay attention to detail and be able to work under pressure.

**MINIMUM REQUIREMENTS:**

- Matric/Grade12 plus a relevant one-year post-school qualification;
- Three-year relevant experience in postgraduate student administration in a tertiary environment;
- At least one year experience in the use of ITS/Student Management System (SMS) or equivalent system; and
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel).

**The post reports to the Academic Manager. Enquiries regarding this post may be directed to Mr. Dhashendra Naicker, email: [naickerd@ukzn.ac.za](mailto:naickerd@ukzn.ac.za). The job profile is available from Ms Zandile Nyuswa [nyuswaz@ukzn.ac.za](mailto:nyuswaz@ukzn.ac.za)**

**The closing date for receipt of applications is [11 December 2025](#).**

**The University reserves the right not to make any appointment. Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [recruitment-soc@ukzn.ac.za](mailto:recruitment-soc@ukzn.ac.za). **Advert Reference Number MUST be clearly stated in the subject line.****

**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.

Due to the large amount of applications received, only successful applicants will be notified.