

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

UNIT OF MARITIME LAW AND MARITIME STUDIES

ADMINISTRATIVE ASSISTANT

TWELVE-MONTH FIXED-TERM CONTRACT

(GRADE 10)

HOWARD COLLEGE CAMPUS

REFERENCE NUMBER: LF09/2025

The Unit of Maritime Law and Maritime Studies (MLMS Unit) seeks to appoint an administrative assistant on a twelve-month fixed-term contract (1 January 2026 to 31 December 2026 (incl)). The successful candidate will be required to provide general administrative service to the Director of the MLMS Unit in relation to strategic planning, record keeping and reporting systems, module development, community engagement activities and Unit refurbishments. His/her administrative tasks will include arrangements for strategic planning workshops/meetings/events/travel; typing and structured presentation and record-keeping of budgets/reports/minutes/module templates and communication with staff, students, University structures and external stakeholders and service providers. S/he will have general administrative office duties such as receipt of mail, answering telephones and being a point of contact for queries by students/applicants.

Prior knowledge of research and higher degrees processes within the university or tertiary education sector (e.g., Finance system, iEnabler – Higher Degrees Management, RIG System, and online registration systems) will be an advantage.

In addition to meeting all the minimum requirements listed below, the incumbent must possess strong organizational 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 and Excel (spreadsheets) 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 MLMS Unit but will also be required to work closely with the School Manager, School of Law and program coordinators for maritime law and maritime studies.

Minimum Requirements:

- Matric, plus a relevant one-year tertiary qualification;
- Minimum three (3) years of relevant experience in a similar role/position
- Proven appropriate computer skills including strong skills in finance, word processing (MS Office 365), email, time management, and planning.

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

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 (LF09/2025) must be stated in the subject line of your email.

Applications must be sent to the Director, Unit of Maritime Law & Maritime Studies, Dr D Donnelly, at donnellyd@ukzn.ac.za.

The closing date for receipt of applications is 15 December 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.