

**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 COMMERCE  
SELF-FUNDED TEACHING PROGRAMMES (SFTP)**

**ADMINISTRATIVE OFFICER: HR & FINANCE (1POST)  
ELEVEN MONTHS FIXED-TERM APPOINTMENT (GRADE 10)**

**WESTVILLE CAMPUS**

**REF NO: SOC/AAO02/2025**

The school of commerce seeks to appoint an administrative officer on a fixed-term contract. S/he will be primarily responsible for financial and general HR administration of the Self-Funded Teaching Programmes (SFTP) Unit, which will include but not be limited to procurement, cost centre reconciliation, processing salary appointment forms, and cost recovery, extracting and maintaining accurate financial records, and compiling financial reports. S/he will also be required to perform general administrative duties from time to time.

The incumbent must be proficient in English, and will be required to have a high level of competency in word processing and spreadsheets; and good interpersonal, communication, and writing skills.

The incumbent will report to the Director of the Self-Funded Teaching Programmes Unit and will be based on the Westville Campus.

**Minimum Requirements:**

- Matric plus a one-year relevant qualification (preferably in financial administration or bookkeeping);
- Three years of relevant experience in a university/tertiary education environment;
- Experience in the use of the ITS system;
- Computer proficiency in word processing and spreadsheet packages.

**Enquiries and details regarding this post may be directed to the SFTP Coordinators, Prof B Nomlala, via email [nomlalabc@ukzn.ac.za](mailto:nomlalabc@ukzn.ac.za) and Prof I Martins [MartinsM@ukzn.ac.za](mailto:MartinsM@ukzn.ac.za)**

**The closing date for receipt of applications is Tuesday, 16 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.**

**Due to the large number applications received, only successful applicants will be notified.**

**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 endeavor 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.**