

**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 per our Employment Equity Plan, including persons living with disabilities.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES (CLMS)  
TEACHING AND LEARNING UNIT  
WESTVILLE CAMPUS & PIETERMARITZBURG CAMPUS  
ASSISTANT ADMINISTRATIVE OFFICER (2 Posts)  
1-YEAR FIXED-TERM APPOINTMENT**

**REFERENCE NO: CLMS ADMIN- FOUNDATION - 2025**

The University of KwaZulu-Natal (UKZN) is committed to advancing student access, diversity, and success. The College of Law and Management Studies (CLMS) Teaching and Learning Unit invites applications for Administrative Assistant positions (one per campus) to support the BCom Extended Curriculum Programme (ECP). These appointments are offered on a fixed-term contract basis and are subject to the availability of external funding.

The Assistant Administrative Officer will provide comprehensive administrative, secretarial, and HR-related support to the ECP. The successful candidates will report to the Head: Teaching and Learning and the College Dean of Teaching and Learning.

**Minimum Requirements**

- An NQF level 5/6 diploma and 3 year's general administrative experience, of which 2 years should be in a university/tertiary environment
- Minimum two years of experience in working with student administration software, i.e. SMS and ITS, IEnabler.
- At least two years of experience with MS PowerPoint, MS Teams/ Zoom, and Microsoft Outlook; with a high level of proficiency in word processing (MS Word), spreadsheets (MS Excel) and Moodle/Learn is an advantage
- At least two years of experience in student data management

**CLOSING DATE FOR APPLICATION: 08 January 2026**

**Applicants are required to complete the application form (SUPPORT) which is available on the vacancies page of the university website <http://vacancies.ukzn.ac.za/Home.aspx> and send together with a covering letter highlighting their experience with respect to the minimum requirements listed above and a brief Curriculum Vitae to Ms Thobile Mshengu on [mshengut@ukzn.ac.za](mailto:mshengut@ukzn.ac.za). Please state the title/advert reference number of the post you are applying for in the subject line of your email.**

*Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant/s may not hold dual/ concurrent appointments in other Colleges, Schools or Units at UKZN.*

*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.*