

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ASSISTANT ADMINISTRATIVE OFFICER (FINANCE)
(6-MONTH FIXED TERM CONTRACT POST - PEROMNES GRADE 11)
SCHOOL OF AGRICULTURE AND SCIENCE
PIETERMARITZBURG CAMPUS**

REF NO.: SASc 04/2026

The School seeks to appoint a suitably qualified applicant in a fixed-term contract position in Pietermaritzburg.

The incumbent will provide a financial administrative service to the Manager: School Operations. S/he will be primarily responsible for financial and general administration, procurement, cost centre reconciliation, processing salary appointment forms, cost recovery, extracting financial report and completing expense claims and travel bookings.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:

- Matric plus one-year relevant qualification in Finance or Supply Chain Management.
- Two years of relevant financial administration experience at an institution of higher learning.
- Experience in word-processing and spreadsheets.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Lindiwe Shange, on 031-260-1178 or by e-mail: shangel3@ukzn.ac.za

Shortlisted candidates may be required to undergo a skills test. Please note that correspondence will be limited to short-listed candidates. The School of Agriculture & Science reserves the right not to make an appointment.

Appointment to this post will be in accordance with the University policy on fixed-term appointments.

The closing date for receipt of applications is 28 January 2026.

Applicants are required to submit a covering letter and their CV. The letter must provide details of the candidate's experience in the minimum requirements as listed above. Please e-mail applications to Ms Philippa McCosh at mccoshp@ukzn.ac.za.

The 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 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.