

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution. Preference will be given to applicants from designated groups by our Employment Equity Plan.

**COLLEGE OF HUMANITIES
ADMINISTRATIVE OFFICER/ASSISTANT ADMINISTRATIVE OFFICER (2 POSTS)
(RESEARCH AND HIGHER DEGREES OFFICE)
(RE-ADVERTISEMENT)
SCHOOL OF EDUCATION
EDGEWOOD CAMPUS**

FIXED-TERM APPOINTMENT: 01 March- 31 July 2026 REFERENCE NO.: SoEPS03/2026

The successful candidates will be placed in the Higher Degrees and Research Administration Office to provide administrative service and efficient support necessary for the programs. S/he will also provide comprehensive student and programme administrative service in the area of postgraduate and general programme administration within this office. They will ensure the efficient processing of student academic administration and provide accurate, relevant, and up-to-date information upon request to students, parents, and the public. The successful candidates will need to be diplomatic, have the ability to pay attention to detail, and be able to work under pressure.

MINIMUM REQUIREMENTS: ADMINISTRATIVE OFFICER:

- Matric plus a relevant one-year post-school qualification
- **Three-year relevant experience in research and higher degrees student administration**
- **Proven experience in facilitating postgraduate student research reviews**
- Experience in the use of a student database system
- Proven experience in word processing and spreadsheets

MINIMUM REQUIREMENTS: ASSISTANT ADMINISTRATIVE OFFICER

- Matric plus a relevant one-year post-school qualification
- **Two-year of relevant experience in research and higher degrees in student administration**
- **Proven experience in minute taking**
- Experience in the use of a student database system
- Proven experience in word processing and spreadsheets

Short-listed candidates may be required to undergo a skills test.

Enquiries and details regarding this post may be directed to Ms Bongekile Bhengu, email: bhengu@ukzn.ac.za

The remuneration offered will be in accordance with the UKZN Fixed Term Rates of pay.

Completed forms may be returned to Sheryl Jeenarain Jeenarains@ukzn.ac.za

The closing date for receipt of applications is 04 February 2026

Applicants are required to complete the relevant application form, which is available on the Vacancies website at www.ukzn.ac.za.

Please e-mail applications to Ms Sheryl Jeenarain, School of Education, Edgewood Campus. E-mail: Jeenarains@ukzn.ac.za

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 Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is 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 the personal information recorded through this recruitment and selection process.