

**The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**SCHOOL OF AGRICULTURE & SCIENCE  
WESTVILLE & PIETERMARITZBURG**

**5-MONTH FIXED TERM APPOINTMENT  
ASSISTANT ADMINISTRATIVE OFFICER (HIGHER DEGREES AND RESEARCH)  
(PEROMNES GRADE 11)**

**REFERENCE: SASc HD01/2026**

This fixed term position has arisen due to the need to provide comprehensive support in Postgraduate & Undergraduate academic administration.

The incumbent will assist in ensuring an efficient, organized, and coordinated postgraduate student service and will be expected to maintain the postgraduate database using MS Teams. The incumbent will be expected to provide support in all areas of student academic administration. The operational requirement of this portfolio will be facilitated across both Westville and Pietermaritzburg campuses in Disciplines of Chemistry and Physics.

The incumbent will report to the Principal Administrative Officer.

**Minimum Requirements:**

- Matric plus a relevant one-year qualification;
- Two years relevant experience in a similar environment;
- Proficiency in word processing and spreadsheets;
- Proven experience in minute taking and report writing;
- Experience in the use of student mark management system (SMS)/ITS or equivalent.

**Remuneration:** remuneration for the position will be according to the approved University's remuneration policy. There are no benefits associated with the position.

Enquiries and details regarding this position, may be directed to Mrs Yvonne Gengiah on 031- 2603103 or e-mail: [Gengiah@ukzn.ac.za](mailto:Gengiah@ukzn.ac.za)

Applicants are required to complete the application form for professional support which is available on the vacancies website: [www.ukzn.ac.za](http://www.ukzn.ac.za). **Completed forms may be sent to [scp.recruit@ukzn.ac.za](mailto:scp.recruit@ukzn.ac.za)**

**The title of the advert may be included in the subject line of the application.**

The closing date for receipt of applications is **02 February 2026**. Shortlisted candidates will be expected to undergo a skills test.

**Communication will be limited to successful candidates.**

**The School of Agriculture and Science reserves the right not to appoint.**

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. We refer you to the University's relevant Section 18 notice at <http://vacancies.ukzn.ac.za/Libraries/General Documents/Section 18 Notice - Employees and Potential Employees.sflb.ashx>