

# ASSISTANT ADMINISTRATIVE OFFICER

Listing reference: ukzn\_000759 Listing status: Draft Apply by: 12 February 2026

## Position summary

**Industry:** Education & Training

**Job category:** University and Academy

**Location:** Westville

**Contract:** Permanent

**Remuneration:** Market Related

**EE position:** Yes

## Introduction

REGISTRAR DIVISION, ASSISTANT ADMINISTRATIVE OFFICER, GOVERNANCE AND ADMINISTRATION, (PEROMNES GRADE 11), WESTVILLE CAMPUS.

## Job description

The incumbent will provide full administrative support to the functions of organising and/or staging graduation ceremonies and inaugural lectures. S/he will assist in the coordination of activities relating to the process and dissemination of information for the Registrar's office.

## Minimum requirements

- Matric and Minimum of one (1) year post matric qualification
- Minimum of two (2) years post qualification experience in a Higher Education environment
- Must include organizational and office management skills
- Experience managing graduation ceremonies on a large scale
- Proficient in ITS Integrator
- Experience with the processing and dissemination of information, including Gatekeepers approvals
- Familiarity with DC Web, particularly for publishing eDocuments
- Demonstrated experience in Financial administration or management

### Personal Attributes Requested for the Post:

- Excellent interpersonal skills
- Excellent communication skills
- Organisational and office management skills
- Ability to work independently
- Ability to work under pressure
- Ability to manage and analyse information
- Good organisational and logistical skills
- Ability to handle confidentiality
- Attention to detail

**The closing date for receipt of applications is Thursday 19 February 2026.**

To apply please click on the link <https://ukzn.ci.hr/applicant/index.php> OR visit the career portal on <https://ukzn.ac.za/>

To apply on internal advert, in the Career portal, click Employees, validate with your id. no. and click apply on the advert.

***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.***

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

1. Please do not send us copies of your degree and other certificates. We will request certified copies if you are short listed for interview.
2. Please read the advertisement carefully. We do not consider applicants who do not meet the minimum requirements.
3. The University is committed to Employment Equity.
4. The University reserves the right not to fill a vacancy.
5. **Should you not hear from us within six weeks of the closing date, please assume you are unsuccessful**
6. Please familiarise yourself with the University's Section 18 Notice regarding the processing of your Personal Information.