

ADMINISTRATIVE OFFICER

Listing reference: ukzn_000764 Listing status: Under Review Apply by: 24 February 2026

Position summary

Industry: Education & Training

Job category: University and Academy

Location: Westville

Contract: Fixed Term Contract

Remuneration: Market Related

EE position: Yes

Introduction

REGISTRAR'S DIVISION, ADMINISTRATIVE OFFICER, OFFICE OF THE OMBUD, FIXED TERM CONTRACT APPOINTMENT (6 MONTHS), (PEROMNES GRADE 10), WESTVILLE.

Job description

The incumbent main responsibilities will be to :-

- Provides professional and administrative support to the Ombud
- Create and maintain a complaints management system
- Implement effective data management strategies, and safeguard confidential records and information
- Attend to financial administration, including planning, preparing and procuring suppliers and services

Minimum requirements

- Grade 12 plus a 1-year relevant qualification
- Three (3) years' relevant experience
- Experience in data capturing and case management systems
- Strong problem-solving and prioritisation skills, with a demonstrable ability to think logically and analytically
- Experience in ITS or similar software (database)
- Customer service orientation
- Strong communication and interpersonal skills, to deal with persons at all levels, in person, via email, telephone, and online platforms
- Knowledge of University qualification structures and College offerings

Enquiries and requests for a job profile: These may be directed in writing to Mrs. Cynthia Mbuli on Mbulic@ukzn.ac.za. This email address is for enquiries only and should not be used to submit applications.

To submit an application:

Please click on the link <https://ukzn.ci.hr/applicant/index.php>

or copy link to Microsoft Edge website

or click on Career Portal website found on UKZN website home page.

To apply on internal advert, you click employees, validate yourself and click advert.

The closing date for receipt of applications is 02 March 2026.

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.