

**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 in accordance with our Employment Equity plan**

## **ERRATUM**

**The closing date for this advert is extended to Friday 06 March 2026.**

**REGISTRAR'S DIVISION  
ADMINISTRATIVE OFFICER(6 MONTHS FIXED TERM APPPOINTMENT)  
OFFICE OF THE OMBUD  
(PEROMNES GRADE 10)  
WESTVILLE**

**REF NO.: UKZN\_000764**

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](mailto: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 **Friday, 06 March 2026.**

*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 endeavor 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.*