

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ASSISTANT ADMINISTRATIVE OFFICER
(PEROMNES GRADE 11)
(6-MONTH FIXED TERM APPOINTMENT)
SCHOOL OF AGRICULTURE AND SCIENCE
GEOGRAPHY
WESTVILLE CAMPUS**

REF NO. SASc 03/2026

The School seeks to appoint a suitably qualified applicant to a fixed-term contract position in Westville. The successful candidate will provide an efficient and effective administrative service for Geography staff and students and assist with general School administration.

S/he will be responsible for general office administration, financial administration and reporting, and liaison with staff, students and key partners. Core responsibilities include academic programme administration, module administration, and committee administration in the School.

Sound financial administration and financial record keeping are a core component of this position. S/he will be responsible for procurement, cost centre reconciliation, processing salary appointment forms, cost recovery, and extracting financial reports.

The incumbent will report to the Principal Administrative Officer.

Minimum Requirements:

- Matric plus a relevant one-year qualification
- Two (2) years of relevant work experience in financial administration
- Proven skills in word processing and spreadsheets
- Experience in the use of SMS or an equivalent student mark management system

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Ms Philippa McCosh at mccoshp@ukzn.ac.za.

Shortlisted candidates may be required to undergo a skills test. Please note that correspondence will be limited to short-listed candidates. The School of Agriculture & Science reserves the right not to make an appointment.

Appointment to this post will be in accordance with the University policy on fixed-term appointments.

The closing date for receipt of applications is 13 March 2026.

Applicants are required to submit a covering letter and their CV. The letter must provide details of the candidate's experience in the minimum requirements as listed above. Please e-mail applications to: Ms Philippa McCosh at mccoshp@ukzn.ac.za.

The advert Reference Number MUST be clearly stated in the subject line.

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.