

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 in accordance with our Employment Equity Plan.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE
ASSISTANT ADMINISTRATIVE OFFICER (PEROMNES GRADE 11)
(3 MONTHS FIXED-TERM APPOINTMENT)
SCHOOL OF ENGINEERING
HOWARD COLLEGE CAMPUS

REF NO: ENGAAO02/2026

The incumbent will assist in providing student and school administrative service in the areas of undergraduate and general school administration. S/he will possess excellent communication skills. This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure.

Minimum Requirements:

- Matric plus a one-year relevant qualification
- Two years of relevant experience in student administration
- Experience in the use of administrative processes software for Higher Education e.g. Student Management System (SMS) or equivalent
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel)

Enquiries and details regarding this post, as well as requests for a job profile maybe directed to Nondumiso Cele, on e-mail: deanofengineering@ukzn.ac.za

REMUNERATION: The remuneration package will be in accordance to the Universities' fixed term rates and excludes benefits.

The closing date for receipt of applications is 25 March 2026.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Nondumiso Cele, on e-mail: deanofengineering@ukzn.ac.za 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 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.