

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 (RE-ADVERT)
(PEROMNES GRADE 11)**

**(7-MONTH FIXED TERM APPOINTMENT)
SCHOOL OF AGRICULTURE AND SCIENCE
DISCIPLINE OF MATHEMATICS
PIETERMARITZBURG CAMPUS**

REF NO. SASc - 05/2026

The School of Agriculture & Science houses the Discipline of Mathematics and has teaching and research facilities on all three campuses (Pietermaritzburg, Westville, and Howard College).

The successful candidate will be expected to provide efficient and effective administrative services for Pietermaritzburg Mathematics staff and students, and assist with general school administration.

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

The incumbent will report to the Principal Administrative Officer.

Minimum Requirements:

- Matric plus a relevant one-year qualification
- Two (2) years relevant work experience
- Proven skills in word processing and spreadsheets
- Experience in the use of SMS (Student Management System)

Short-listed candidates may be required to undergo a skills test

Enquiries and details regarding this post and requests for the job profile, may be directed to Ms Bev Bonhomme at Bonhomme@ukzn.ac.za.

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 Bev Bonhomme at Bonhomme@ukzn.ac.za.

The closing date for receipt of applications is 24 April 2026.

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.

The school reserves the right not to appoint any person to the position.