

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.

COLLEGE OF LAW AND MANAGEMENT STUDIES

SCHOOL OF COMMERCE

SELF-FUNDED POSITION: 3-MONTH APPOINTMENT

RE-ADVERTISEMENT - STUDENT ADMINISTRATIVE AND DATA PROCESSING ASSISTANT (RESEARCH RELATED SUPPORT)

(REF: SFP_Student Admin Assistant_1/2026)

We are seeking a dedicated and detail-oriented Student Administrative and Data Processing Assistant to provide administrative and research support within the research project. The successful candidate will assist with data capturing, document management, collection of data, and general administrative duties related to research activities.

Key Responsibilities

- Capture and maintain accurate research data and records
- Assist with administrative and office support duties
- Organize and file research documents and reports
- Support data collection and basic data analysis processes
- Schedule meetings and assist with communication and coordination of data collection
- Liaising with data analysis team
- Ensure confidentiality and accuracy of information

Minimum Requirements

- Must be a final year student in the management discipline and must have a weighted average of 60% and above.
- Must be currently in good academic standing (green status)
- Previous administrative or data-capturing experience
- Good computer literacy (Microsoft Word, Excel, and email)
- Strong attention to detail and organizational skills and performing at or above the norm of expectation at the level of appointment
- Good communication and interpersonal skills
- Ability to work independently and meet deadlines
- Must be willing to travel when needed even outside the province.

Closing Date

The closing date for receipt of applications is **21 May 2026**. The University reserves the right to re-advertise the above position to facilitate further searches and increase the pool of applicants, and the right to not appoint and/or stop the recruitment process at any stage.

Enquiries

Enquiries regarding this post may be directed to **Ms. Pamela Nomzaza** by email: NomzazaZ@ukzn.ac.za

How to Apply

Applicants are required to complete the Support application form which is available on the Vacancies website at www.ukzn.ac.za under vacancies.

Completed applications must be sent to: **Ms Nokwazi Mkhize**: MkhizeN9@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.

Please note that due to the large number of applications we envisage to receive, **only shortlisted candidates will be contacted.**

POPIA Notice

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.