



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.

COLLEGE OF HUMANITIES

SARCHI OFFICE ADMINISTRATOR X 1

SCHOOL OF SOCIAL SCIENCES, HOWARD COLLEGE CAMPUS

TWO YEAR FIXED-TERM APPOINTMENT (RENEWABLE BASED ON FUNDS)

REF: SARCHI-Inclusive: 02/2026

The SARCHI chair for Inclusive Cities in the School of Social Sciences is seeking to appoint a dedicated Office Administrator. The incumbent will be placed in the Chairs Office and will provide administrative support to Prof. Hope H. Magidimisha-Chipungu. She/he will need to have the ability to pay attention to detail and be able to work under pressure. The incumbent will report directly to Prof. Hope H. Magidimisha-Chipungu.

MINIMUM REQUIREMENTS:

- **Master's degree in human resources management**
- Qualification in Public Administration and Human Resource Management
- Proven experience working with SARCHI Chair.
- Proven experience working in the University environment.
- Experience in Recruitment, Selection and HR Reporting for SARCHI Chairs.
- Travel booking experience both internal and external including booking flights and accommodations and Car hires including visa applications.
- Minimum of 1-2 years' work experience as an Office Administrator.

Enquiries and details regarding this post may be directed to Prof Magidimisha at (MAGIDIMISHAH@ukzn.ac.za)

The closing date for receipt of applications is **5th June 2026**. Please send the applications to **Mr Kongolo Siyabonga** at KongoloS@ukzn.ac.za

Applicants are required to submit the following: (1) Curriculum Vitae; (2) letter of application/motivation outlining how the applicant meets the requirements.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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.