

**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 by our Employment Equity Plan.**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**ADMINISTRATIVE OFFICER  
GRADE 10  
(RESEARCH AND HIGHER DEGREES)  
FIXED-TERM APPOINTMENT (6 MONTHS)  
SCHOOL OF AGRICULTURE AND SCIENCE  
PIETERMARITZBURG CAMPUS  
REFERENCE NO.: SASc11/2026**

The School seeks to appoint a suitably qualified applicant in a fixed-term contract position.

The successful candidate will be expected to provide a comprehensive administrative service to the postgraduate and research programmes in the Disciplines of Agricultural Science, Agricultural Management, Geography and Geology. She/He will ensure the efficient processing of postgraduate, ethical clearance and post-doctoral applications and will provide administrative support to the Academic Leader of Research and Higher Degrees. S/he should 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.

The incumbent will report to the Principal Academic Officer.

**MINIMUM REQUIREMENTS**

- Matric plus a relevant one-year post-school qualification
- Three-years relevant experience in postgraduate student administration
- Proven appropriate computer skills
- Experience in the use of SMS or equivalent student mark management system

**Shortlisted 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. Philippa McCosh at [mccoshp@ukzn.ac.za](mailto:mccoshp@ukzn.ac.za).

**Applicants are required to submit a detailed CV and covering letter highlighting their experience in meeting each of the minimum requirements as listed above. Application documentation, clearly indicating the reference no must be emailed to:** Ms Philippa McCosh at [mccoshp@ukzn.ac.za](mailto:mccoshp@ukzn.ac.za).

**Please note that correspondence will be limited to short-listed candidates.**

**REMUNERATION:** Appointment to this post will be in accordance with the University policy on fixed-term appointments. The total remuneration package offered does not include benefits.

The closing date for receipt of applications is 20 June 2026.

**The University reserves the right not to make an appointment to this advertisement.**

*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. We refer you to the University's relevant Section 18 notice at [http://vacancies.ukzn.ac.za/Libraries/General Documents/Section\\_18\\_Notice -  
\\_Employees and Potential Employees.sflb.ashx](http://vacancies.ukzn.ac.za/Libraries/General Documents/Section_18_Notice_-_Employees_and_Potential_Employees.sflb.ashx)