

**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 African designated groups.**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**ADMINISTRATIVE OFFICER  
(GRADE 10)  
FIXED-TERM APPOINTMENT (6 MONTHS)  
SCHOOL OF AGRICULTURE AND SCIENCE  
PIETERMARITZBURG CAMPUS**

**REFERENCE NUMBER: SASc12/2026**

The School of Agriculture and Science invites applications from suitably qualified and experienced candidates for the position of Administrative Officer.

The successful candidate will provide comprehensive administrative support within the Disciplines of Agricultural Science, Agricultural Management, Geography and Geology. Working with the Manager: School Operations and reporting to the Principal Administrative Officer, the candidate will assist in the delivery of efficient campus administrative services and contribute to the effective functioning of the School.

Key responsibilities include serving as Committee Officer for School and Discipline meetings, providing administrative support to Teaching and Learning staff, coordinating and administering recruitment processes for fixed-term contract support service staff within the relevant Disciplines, and ensuring compliance with University policies and procedures. The candidate will also supervise designated administrative staff and support a range of operational and administrative functions within the School.

This is a varied and demanding position requiring a highly motivated and organised individual with strong administrative, communication and interpersonal skills. The successful candidate must demonstrate initiative, versatility, attention to detail and the ability to work independently with minimal supervision, while also contributing effectively as a member of a team. The candidate should have excellent organising, planning and time management skills. Applicants should demonstrate a commitment to service excellence and the ability to engage effectively with academic, professional and support staff at all levels.

The incumbent will report to the Principal Academic Officer.

**Minimum Requirements:**

- Matric plus a relevant one-year qualification;
- Three years relevant experience preferably within a higher education environment focusing on committee administration and recruitment processes;
- Proven appropriate computer skills;
- Experience in minute taking.

**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>*