

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the Intention to promote representativity 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

COLLEGE DEAN: RESEARCH OFFICE

ADMINISTRATIVE OFFICER: GRADE 10

SIX-MONTH FIXED-TERM CONTRACT

WESTVILLE CAMPUS

REFERENCE NUMBER: CLMS/CDR:01-2026

The Office of the College Dean of Research seeks to appoint a suitably qualified individual on a six-month contract to provide professional administrative support to the College. The successful incumbent will be responsible for delivering effective and efficient administrative services for research and postgraduate activities, thereby enhancing the College's research profile and productivity. The role requires sound business computer literacy skills, strong organisational abilities and the capacity to work both independently and collaboratively within the research and higher degrees portfolio.

Minimum Requirements:

- Matric plus one-year relevant qualification.
- Three (3) years of relevant administrative work experience, preferably in the administration of research-related projects and activities in a Higher Education Institution
- Three (3) years of relevant experience in planning and coordinating Postgraduate conferences and training
- Experience in data collection and analysis, minute-taking and report writing
- Proven computer literacy (word processing, spreadsheets, PowerPoint, MS Teams) and familiarity with student administration systems and online learning platforms.

Shortlisted candidates may be required to undergo a skills test.

Enquiries regarding this post may be directed to Miss Seema Bhagirathy at BhagirathyS@ukzn.ac.za.

The closing date for receipt of applications is: 26 June 2026

Applicants are required to complete the relevant application form, which is available on the Vacancies page of the University's website at www.ukzn.ac.za.

Completed forms, including a covering letter, must be sent via e-mail to: (BhagirathyS@ukzn.ac.za).

The advert Reference Number must be clearly stated in the subject line.

The remuneration will be in accordance with the University's policy on fixed-term appointments.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Information 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 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 the personal information recorded through this recruitment and selection process