

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 AGRICULTURE, ENGINEERING AND SCIENCE

**ASSISTANT ADMIN OFFICER – FINANCE (5 MONTHS)
(PEROMNES GRADE 11)**

**SCHOOL OF AGRICULTURE AND SCIENCE
PIETERMARITZBURG CAMPUS**

REFERENCE NO: SAScBS 33/2026

The School seeks to appoint a proactive, detail-oriented and service-driven Assistant Finance Administrative Officer to provide high-quality financial and administrative support in the discipline of Biological Science in Pietermaritzburg. This is an excellent opportunity for an individual who enjoys working collaboratively, who has a strong understanding of financial administration and is committed to delivering exceptional customer service to academic staff, professional services staff, postgraduate students and external stakeholders.

The Assistant Finance Administrative Officer will provide day-to-day financial and administrative support to the School by processing financial transactions, including purchase requisitions, purchase orders, invoices, payment requests, travel claims and reimbursements. The successful candidate will assist with budget monitoring, financial reconciliations and reporting, maintain accurate financial records, and support procurement activities in accordance with University policies and procedures.

The incumbent will report to the Manager: Technical Operations.

Minimum Requirements

- Matric and one year qualification in financial administration.
- Two years of relevant financial administrative experience.
- Sound knowledge of bookkeeping and financial practices,
- High level of competency in word processing and spreadsheets,
- Proficiency in understanding the planning parameters is crucial, along with the ability to implement them effectively.

Enquiries and details regarding this post may be directed to Ms L Shange at shangel3@ukzn.ac.za. **The closing date for receipt of applications is 23 July 2026.**

Applicants are required to send a covering letter and a CV to Ms Xolisile Shandu, email shandu@ukzn.ac.za.

The letter must provide details of the candidate's experience in each of the minimum requirements. The CV must include the names, full addresses, fax numbers and e-mail addresses of three referees.

Please note that correspondence will be limited to short-listed candidates. The School of Agriculture & Science reserves the right not to make an appointment.

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.