

The University of KwaZulu-Natal is committed to employment equity

COLLEGE OF LAW AND MANAGEMENT STUDIES

**ADMINISTRATIVE OFFICER
1 YEAR FIXED-TERM/ [PART TIME] APPOINTMENT
TEACHING AND LEARNING UNIT
PIETERMARITZBURG CAMPUS**

REFERENCE NUMBER: T&L6/2015

The successful candidate will be required to render an effective and efficient administrative service to the Teaching and Learning Unit.

DUTIES INCLUDE:

- Efficient general secretarial and administrative services;
- Organizing workshops for first year students
- Capture attendance registers on a spreadsheet
- Photocopying and printing
- Tracking students' performance on SMS
- Purchase requisitions

MINIMUM REQUIREMENTS:

- Senior Certificate and 3 year's general administrative experience of which 24 months should be in a university/tertiary environment
- Experience in working with student administration software i.e SMS and ITS (at least 1 year experience)
- Experience in iEnabler system (at least 1 year experience)
- Experience in word processing and spreadsheet packages

ADVANTAGES:

- Five years general administration experience in a university environment.
- Experience in handling students enquiries within UKZN (Preferably within CLMS)
- Experience in dealing with student problems
- Experience in dealing with outside funders
- Work under pressure
- Working knowledge of UKZN employment policies

Communication will be limited to short-listed candidates.

Appointment to this post will be on the January 2012 Conditions of Service.

The remuneration package offered will be dependent on the qualifications and experience of the successful applicant, and will be in accordance with the University's policy on fixed-term appointments.

The closing date for receipt of applications is 17 November, 2014

Applicants are required to e-mail a covering letter highlighting their experience with respect to the minimum requirements listed above, together with a *Curriculum Vitae* to Miss Thina Ngubane, telephone 031-2607742, e-mail ngubanet@ukzn.ac.za. Please state the title/advert reference number of the post you are applying for.