

The University of KwaZulu-Natal is committed to employment equity

**ASSISTANT ADMINISTRATIVE OFFICER
(GRADE 11)
FACULTY OF HUMANITIES, DEVELOPMENT & SOCIAL SCIENCES
SCHOOL OF LITERARY STUDIES, MEDIA & CREATIVE ARTS
CLASSICS
HOWARD COLLEGE CAMPUS**

REFERENCE NUMBER.: HDSS95/2010

The successful candidate will be required to render an effective administrative service to the Classics Programme, Howard College Campus, UKZN.

NB: This is a half-day (mornings only) position ideal for postgraduate students.

The successful candidate must be able to:

- Relate to students in a friendly and helpful manner ;
- Work under pressure with minimum supervision in an extremely busy office;
- Manage a supplies and services budget and assist in administering research funds;
- Maintain confidentiality in all aspects of the position.

Minimum Requirements:

- Post School Qualification (preferably an undergraduate degree);
- Good written and verbal communication skills and;
- Computer proficiency in MS Word, Excel, PowerPoint, Email and Internet.

Advantages:

- Knowledge and love of Classics (Latin and Greek) or a related discipline (e.g. English, History);
- Some knowledge of Museum and Library administration;
- Experience in administration of Classics modules at Postgraduate level;
- Good interpersonal skills to deal with staff, students and the general public at all levels;
- Knowledge of the Faculty of Humanities, Development and Social Sciences and University structures and procedures;
- Experience in University administration software (I-enabler, Performance Management, SAPSE / HEMIS, SMS and ITS);
- One year or more student-related experience in module administration in a tertiary environment.

Short-listed candidates will be requested to undergo a skills test.

TOTAL REMUNERATION PACKAGE: R129 014 to R193 522 per annum inclusive of benefits

The closing date for receipt of applications is 17 May 2010.

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za. Completed forms may be sent to recruitment3@ukzn.ac.za. Please state the advert reference number in your subject line.