

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.

COLLEGE OF HUMANITIES

**PERSONAL ASSISTANT TO DEPUTY VICE CHANCELLOR & HEAD OF COLLEGE
(PEROMNES GRADE 9)
HOWARD COLLEGE CAMPUS**

REF NO.: HUM08/2015

The incumbent will support the functions and duties of the Deputy Vice Chancellor & Head of College (DVC) and manage his/her office. S/he will also supervise temporary administrative staff when required, as well as co-ordinate the interaction between the DVC's office and the rest of the College with the respective Managers in the College. The incumbent will report to the Deputy Vice Chancellor and Head of College.

MINIMUM REQUIREMENTS:

- Matric plus relevant three year degree/diploma
- Three years relevant experience at a senior level
- Suite of relevant computer software packages including Power Point
- Advanced experience in word-processing and Excel spreadsheets

Short-listed candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Miss K Hlongwane on email Hlongwabep1@ukzn.ac.za

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

The remuneration package offered includes benefits.

The closing date for receipt of applications is 5 May 2015.

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