

The University of KWA-Zulu-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 HUMANITIES
ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
SCHOOL OF EDUCATION
SCHOOL OFFICE ADMINISTRATION
EDGEWOOD CAMPUS
REFERENCE NUMBER: ED07/2017
RE-ADVERTISEMENT

The incumbent will provide a comprehensive and efficient secretarial service and support to the Academic Leaders and Cluster Leaders, as well as assisting the Manager: School Operations in all areas of the School operations function. S/he will carry the full responsibility of Committee Officer for School committees.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year post-school qualification
- Three-year relevant experience in office/committee administration
- Proven experience in committee administration
- Experience in speedwriting/shorthand
- Experience in word processing and spreadsheets
- Proven experience in minute taking and report writing.

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

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

Total Remuneration Package offered includes benefits

To apply, please follow the link :

<http://www.pnet.co.za/jobs--Administrative-Officer-Grade-10-Edgewood-Campus-University-of-Kwazulu-Natal--2527080-inline.html?rs=1&click=no&click=no>