

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

**For this position, applications are invited from African Males, African Females and People with Disabilities**

**COLLEGE OF HUMANITIES**

**COMMITTEE OFFICER**

**PEROMNES GRADE 10**

**COLLEGE OFFICE**

**HOWARD COLLEGE**

**REF NO.: HUM09/2014**

The incumbent will provide requisite support services to the committees of the College. This would include overseeing the annual scheduling for all meetings; management and efficient administration of resources; the preparation of agendas; attendance and recording of proceedings at meetings; writing of accurate minutes/reports/correspondence relevant hereto. S/he should have good interpersonal and communication skills; good organisational and time management skills and have the ability to work under pressure.

**Minimum Requirements:**

- Matric plus a one year relevant qualification and three years' experience as a Committee Officer
- Evidence of experience in servicing Committees
- Competency in shorthand/speedwriting
- Proven computer/word processing skills
- Good command of the English language

**Enquiries and details regarding this post, as well as request for a job profile may be directed to: Mr Khangelani Sipika, 031 260 3806 or email [sipika@ukzn.ac.za](mailto:sipika@ukzn.ac.za)**

**The closing date for receipt of applications is 29 August 2014**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za)**

**Completed forms may be sent to [recruitment-humanities@ukzn.ac.za](mailto:recruitment-humanities@ukzn.ac.za)**

**Advert Reference Number MUST be clearly stated in the subject line.**