

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representativeness within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**FIXED TERM CONTRACT – 1 YEAR**

**REGISTRAR**

**ADMINISTRATIVE ASSISTANT (OFFICE OF THE OMBUD)  
(PEROMNES GRADE 10)  
WESTVILLE CAMPUS**

**REF NO: REG 04 /2019**

The Administrative Assistant of the office will be responsible for providing the efficient and effective administrative assistance to the Office of the Ombud. The incumbent's main duties include administration and secretarial service, communication and administering of budgets for operational and legal cost. The incumbent will also be expected to fulfil any other reasonable duties and responsibilities as determined by management with regard to the operational needs of the Office.

**Minimum requirements:**

- Grade 12 (Senior Certificate)
- A Five years secretarial experience at least one year of which should be in a legal environment
- Computer literacy in word processing, excel, emails & internet
- Develop and maintain filing systems
- Financial record keeping

**The closing date for receipt of applications is 26 August 2019**

**Applicants are required to complete the relevant application form – 'application-support' - that is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms must be sent to [Recruitment-nm@ukzn.ac.za](mailto:Recruitment-nm@ukzn.ac.za).**

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