

The University of KwaZulu-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.

CORPORATE RELATIONS DIVISION

PA TO THE EXECUTIVE DIRECTOR: CORPORATE RELATIONS

OFFICE OF THE EXECUTIVE DIRECTOR

(PEROMNES GRADE 9)

WESTVILLE CAMPUS

REF NO. CR03/2022

The role of a Personal Assistant to Executive Director: Corporate Relations would be to provide a professional administrative and secretarial function to the Executive Director. S/he will support the functions and duties of the Executive Director and manage her office.

Minimum Requirements:

- A Bachelor's degree plus business computer literacy
- Three (3) years of relevant experience
- Experience in drafting own correspondence

Advantages

- Knowledge of financial administration and the university's procurement and financial systems
- Knowledge and understanding of events/conference coordination.

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

Enquiries and details regarding this post, including requests for a job profile, may be directed to Cynthia Mbuli at mbulic@ukzn.ac.za or 031 2603378. Completed forms must be sent to mbulic@ukzn.ac.za.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is **19 August 2022**

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Recruitment-ctm@ukzn.ac.za

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