

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution**

**VICE-CHANCELLOR'S DIVISION**

**EXECUTIVE PERSONAL ASSISTANT TO VICE-CHANCELLOR & PRINCIPAL**

**(PEROMNES GRADE 8)  
WESTVILLE CAMPUS**

**REF NO: VC 1/2015**

The Executive Personal Assistant will provide managerial, administrative and secretarial function to the Vice-Chancellor's office. S/he will be responsible for coordinating the Vice-Chancellor's operations and procedures in order to ensure organisational effectiveness and efficiency

**Minimum Requirements:**

- Relevant degree;
- Five (5) years' work experience in a similar environment i.e. executive level;
- Computer literacy including competence in word processing packages, electronic mail and internet;
- Experience in administering and managing budgets;
- Ability to speak IsiZulu or any other African language

**The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service**

**Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Noxolo Hlathi, 031 260 7916 or e-mail: [hlathin@ukzn.ac.za](mailto:hlathin@ukzn.ac.za)**

**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 must be sent to [recruitment-nh@ukzn.ac.za](mailto:recruitment-nh@ukzn.ac.za)**

**The advert reference number must be clearly stated in the subject line.**

**The closing date for receipt of applications is 17 December 2015**