

The University of KwaZulu–Natal (UKZN) is committed to employment equity with the intention to promote representivity within the institution

COLLEGE OF LAW & MANAGEMENT STUDIES

RE-ADVERTISEMENT

**PERSONAL ASSISTANT TO THE DEPUTY VICE-CHANCELLOR & HEAD OF COLLEGE
(PEROMNES GRADE 9)
WESTVILLE CAMPUS**

REF: LM05/2015

The incumbent will support the functions and duties of the Deputy Vice Chancellor & Head of College (DVC). S/he will manage the DVC's office and provide a channel of communication between the DVC, staff, students, external partners and members of the public. S/he will also provide administrative support as well as co-ordinate the interaction between the DVC's office and the rest of the College with the respective Managers in the College.

The incumbent will report to the Deputy Vice Chancellor and Head of College.

Minimum Requirements:

- A relevant three year degree in administration or related field;
- Three years relevant professional experience at a senior administrative level;
- Advanced experience in word-processing and spreadsheets;
- Experience in departmental financial management;

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

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Lindiwe Ntshangase, 0312608764 or email ntshangasel@ukzn.ac.za

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

The total remuneration package offered includes benefits.

The closing date for receipt of applications is Monday, 21 December 2015.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-landm@ukzn.ac.za.

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

Candidates who have previously applied for this position, need not re-apply