

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

**REGISTRAR'S DIVISION**

**PA TO THE DIRECTOR  
GOVERNANCE & ADMINISTRATION  
OFFICE OF THE REGISTRAR**

**WESTVILLE CAMPUS  
(GRADE 10)**

**REF NO: REG 01/2019**

The role of a Personal Assistant to the Director (Governance & Administration) would be to provide a professional administrative secretarial function, and financial administration support services to ensure that the office runs efficiently and smoothly. S/he will support all the functions and duties of the Director and manage his/her office.

**Minimum Requirements:**

- Grade 12 and a 1-year relevant qualification
- Three (3) year's relevant work experience
- Knowledge and skill in the use of various computer packages

**Advantages:**

- Knowledge of the University's procurement and financial systems
- Knowledge of managing a budget
- Knowledge and understanding of events coordination

**The total remuneration package offered includes benefits.**

**Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms. Londiwe Makhanya. Tel: 031 260 7916 or e-mail: [Makhanya@ukzn.ac.za](mailto:Makhanya@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-lm@ukzn.ac.za](mailto:recruitment-lm@ukzn.ac.za) and the advert reference number must be clearly stated in the subject line.**

**The closing date for receipt of applications is 26 February 2019.**