**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity**

**OFFICE OF THE REGISTRAR : COMMITTEES SECTION**

**HEAD OF COMMITTEES (PEROMNES GRADE 7)**

**BASED ON THE WESTVILLE CAMPUS**

**(May be required to travel to other Campuses)**

**REF NO.:REG01-2023**

The University Registrar, as per Higher Education Act (Act 101 of 1997), is the secretary to the University Council, and as such, is required to ensure that proper records are kept, especially in relation to, minutes and resolutions of Council and Council Committees. The Registrar’s Office also services the Senate and other Statutory Committees of the University and the Executive Management Committee.

The **Head of Committees**, within the Registrar’s Division, is tasked with management and oversight of the provision of effective and efficient secretarial support to a range of governance and managerial committees and/or structures, and in support and execution Secretariat’s functions and duties. The incumbent is also required to ensure compliance and implementation of accepted higher education good governance principles, practices and applicable instruments, in terms of the University Statute and committee terms of reference (UKZN Committee Charters). More broadly, the Head of Committee is responsible for; undertaking all the duties inherent in the role as the appointed committee officer for Council and Council EXCO; sourcing and responding to requests for information; compilation and management of the University schedule of meetings and all records as required for various purposes (including those required for the Annual Report); management and oversight of the committee section including the allocation of duties and line management of the staff, and all general administration inherent in the section and role.

**Educational Requirements**:

* Matric/ National Senior Certificate.
* A Bachelor’s qualification (NQF Level 7) in administration, office management or other relevant field.

**Experience:**

* A minimum of five (5) years’ experience in a senior position as committee officer, with experience in a Higher Education Institution being an advantage.

**Other knowledge and skills**:

* Competency in speedwriting/shorthand/touch typing.
* Computer skills including, but not limited to word-processing, spreadsheets, Adobe Acrobat, MS Teams, Zoom.
* An excellent command of the English language.
* Demonstrable knowledge of committee processes and procedures within the Higher Education sector.
* Previous experience line managing staff.
* A valid, unendorsed driver’s license.

Participation in a **Skills test** prior to interviewing may be required of short-listed candidates.

**Please note that**:

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Cynthia Mbuli on e-mail: mbulic@@ukzn.ac.za

**Appointment to this position will be on the January 2018 Conditions of Service.**

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

The closing date for receipt of applications is Friday, 10 February 2023. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php> **OR** **copy** this link to Microsoft Edge website.

*Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*