

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF HEALTH SCIENCES**

**COMMITTEE OFFICER  
(PEROMNES GRADE 10)  
PERMANENT  
COLLEGE OF HEALTH SCIENCES**

**HOWARD COLLEGE CAMPUS**

**REFERENCE NO.: ukzn\_000512**

The incumbent will provide requisite support services to the committees of the College/School. This would include overseeing the annual scheduling for all meetings; management and efficient administration of resources; the preparation of agendas, attendance and recording of proceedings at meetings; writing of accurate minutes/reports and correspondence relevant hereto.

The incumbent will report to the Director: College Professional Services.

**Minimum Requirements:**

- Matriculation/Grade 12
- One-year relevant qualification AND
- Three Years' experience as a Committee Officer
- Evidence of experience in servicing committees
- Competency in shorthand/speedwriting
- Proven advanced word processing skills
- Proven knowledge of secure computerized information filing and archiving
- Good command of the English language

**Personal Attributes Required for the Post:**

- Good interpersonal and communication skills
- Good organizational & time management skills
- Ability to work under pressure
- Leadership skills

**The closing date for receipt of applications is 14 February 2025. The University reserves the right not to make any appointment.**

**Applicants are required to complete the relevant application form for Support /Professional Services Staff which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za)**

**To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>  
Advert Reference Number MUST be clearly stated in the subject line.**

*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.*