

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

HUMAN RESOURCES DIVISION

**PA TO THE EXECUTIVE DIRECTOR: HUMAN RESOURCES
OFFICE OF THE EXECUTIVE DIRECTOR**

**(PEROMNES GRADE 9)
WESTVILLE CAMPUS**

REF NO: HR 03/2016

The role of a Personal Assistant to Executive Director: HR would be to provide a professional administrative and secretarial function to the Executive Director: Human Resources. S/he will support the functions and duties of the Executive Director and manage her office.

Minimum Requirements:

- A Bachelor's degree with business computer literacy
- Three (3) years relevant experience at senior level
- Experience in drafting own correspondence
- Experience in Financial administration

Advantages:

- Knowledge of the university's procurement and financial systems
- Knowledge and understanding of events/conference coordination.

This appointment will be on the 2012 Conditions of Service. 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 Noxolo Hlathi, 031 260 7916 or e-mail: 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

Completed forms must be sent to 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 **03 August 2016**