

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

**UNIVERSITY TEACHING AND LEARNING OFFICE
SENIOR ADMINISTRATIVE ASSISTANT
(Three Year Fixed term Contract)
(PEROMNES GRADE 12)**

HOWARD COLLEGE CAMPUS

REF NO: TL05/2014

The successful candidate will be required to render an effective and efficient reception and administrative service to the Language Planning and Development Office. The ideal candidate should be a highly motivated, well-organised individual with attention to detail and keen on being part of the effort to foster and embrace functional bilingualism at UKZN.

Minimum requirements:

- A one year diploma and two years relevant experience OR
A Senior Certificate (matric) with three years relevant work experience;
- Experience in Public Relations work, eg organising events;
- Experience in taking minutes;
- Working knowledge of MS Office Packages and Spreadsheets

Advantages:

- A degree in office administration
- Excellent writing skills
- Experience in University processes and procedures

The closing date for applications is 27 June 2014.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr SA Moodley, 031 2603378 or e-mail: moodleys60@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-support1@ukzn.ac.za. The advert reference number must be clearly stated on the subject line.