

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

COLLEGE OF HUMANITIES

SECRETARY TO THE DEAN AND HEAD OF SCHOOL/SCHOOL ADMINISTRATOR (GRADE 10)

SCHOOL OF ARTS

REF NO: A04/2017

The School Arts at the University of KwaZulu-Natal is internationally known for its excellence in Research, Teaching and Learning, and Community Engagement. It boasts a substantial number of internationally recognised researchers, NRF-rated scholars and scholars with international recognition for their excellence in Research and Teaching and Learning

Following our vision statement to be the Premier University of African Scholarship, the school seeks to appoint a Secretary/School Administrator who will be responsible for providing a comprehensive and confidential secretariat support to the Dean, as well as provide School Administrative support to the School Manager.

The incumbent will report to the Dean.

MINIMUM REQUIREMENTS

- Senior Certificate plus a relevant one year post-school qualification;
- Three years relevant experience in a similar administrative environment;
- Experience in servicing committees;
- Experience in speedwriting/shorthand;
- High level of computer proficiency in word processing and spreadsheets.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Miss Bongiwe Mngadi e-mail: MngadiB1@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 27 June 2017

Appointments to this post will be on the January 2012 UKZN Conditions of Service, where applicable.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za

Completed forms may be sent to Recruitment-humanities@ukzn.ac.za

Please state the advert reference number in the subject line.