

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

For this position applications are invited from Designated Africans

COLLEGE OF LAW AND MANAGEMENT STUDIES

SCHOOL OF ACCOUNTING, ECONOMICS AND FINANCE

PA/SECRETARY TO THE DEAN AND HEAD OF SCHOOL

(PEROMNES GRADE 10)

WESTVILLE CAMPUS

REF NO.: AEF06/2015

The incumbent will provide general school administrative support and secretarial services to the Dean and Head of School and the Manager: School Operations.

S/he should have good interpersonal and both written and oral communication skills; good organisational and time management skills and have the ability to work under pressure.

Minimum requirements

- Matric plus a one year relevant qualification
- Three years' relevant administrative and secretarial experience
- Proficiency in taking minutes of meetings
- Proficiency in word processing and spreadsheet packages
- Excellent command of the English language (written and spoken)

Shortlisted candidates may be required to undergo a skills test.

Communication will be limited to the short-listed candidates only.

The closing date for receipt of applications is Monday, 06 April 2015.

Appointment to this post will be on the January 2012 UKZN Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and experience of the successful applicant.

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za. Completed forms may be emailed to recruitment-landm@ukzn.ac.za

Please state the advert reference number in your subject line