

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 AGRICULTURE, ENGINEERING AND SCIENCE

**PERSONAL ASSISTANT TO THE DEPUTY VICE CHANCELLOR & HEAD OF COLLEGE
(PEROMNES GRADE 9)
PIETERMARITZBURG CAMPUS**

REF NO.:AES04/2018

The incumbent will support the functions and duties of the Deputy Vice Chancellor & Head of College (DVC) and manage his/her office. S/he will also supervise temporary administrative staff when required, as well as co-ordinate the interaction between the DVC's office and the rest of the College with the respective Managers in the College.

The incumbent will report to the Director of College Professional Services whilst providing a direct service to the Deputy Vice Chancellor and Head of College.

Minimum Requirements:

- Matric plus relevant three year degree
- Three years relevant experience at a senior level
- Suite of relevant computer software packages
- Advanced experience in wordprocessing and spreadsheets

Short-listed candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr. Mark Tufts, 033 2606212 or email tufts@ukzn.ac.za

Appointment to this position will be on the January 2018 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 16 March 2018.

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-aes@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.