

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 LAW & MANAGEMENT STUDIES

PA to the DVC and HEAD OF COLLEGE (GRADE 9)

OFFICE OF THE DVC and HEAD OF COLLEGE

WESTVILLE CAMPUS

REF. NO. LM01/2019

The role of the Personal Assistant to the DVC and Head of College would be to provide a professional administrative and secretarial function to the office. The incumbent will support the functions and duties of the DVC and Head of College and manage the office, including undertaking both committee administration and support and financial administration

Minimum Requirements:

- Matric and a relevant three (3) year Bachelor's degree in administration
- Three (3) years relevant experience at a senior level/in a similar position

Advantages:

- Relevant work experience in a Higher Education Environment
- Evidence of minute-taking experience

The University subscribes to Total Cost to Employer (TCE) Remuneration Model. This appointment will be on the 2018 Conditions of Service

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs Lindiwe Ntshangase, e-mail: ntshangasel@ukzn.ac.za

The closing date for receipt of applications is Wednesday, 20 March 2019

Applicants are required to complete the official application form ("**application form – support**") which is available on the Vacancies website at www.ukzn.ac.za

Completed forms may be sent to recruitmentlms@ukzn.ac.za

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

