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.

<u>**RESEARCH DIVISION**</u>

SENIOR ADMINISTRATIVE ASSISTANT
(PEROMNES GRADE 12)
RESEARCH OFFICE (ETHICS CLUSTER)
WESTVILLE CAMPUS

REF NO. RO 07/2019

The purpose of the job is to provide secretarial and administrative support to the Biomedical Research Ethics Administration and Committee. The job involves repeated, high-volume, detailed clerical work; monitoring and data capturing of all correspondences; providing an effective receptionist function and administrative support to Biomedical Research Ethics Committee (BREC); and other special tasks as necessary to support the staff and functions of the Biomedical Research Ethics Office.

Minimum Requirements:

- Senior Certificate;
- 2 (two) years' relevant work experience in secretarial/office administration
- Proven experience in maintaining complex, well organized electronic and paper documents, correspondences, files and archives;
- Proven computer experience in word processing (MS Word), spreadsheets (MS Excel), email and the knowledge of the University Mail Registry Tracking system.

Advantages:

- A 1-year relevant secretarial/administrative qualification
- Knowledge of ethics review administration processes

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

Enquiries and details regarding this post may be directed to Mr Wilondja Muzumbukilwa, (031)2608659 or e-mail: Muzumbukilwaw@ukzn.ac.za

Appointment to this post will be on the January 2018 Conditions of Service. The total remuneration package offered includes benefits. The closing date for receipt of applications is 13 March 2019. 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-nm@ukzn.ac.za.

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