

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

Erratum:

Candidates who tried to submit an application earlier this week may have received an "undeliverable" message. Please resend the application to recruitment-lm@ukzn.ac.za

**COMMITTEE OFFICER
(PEROMNES GRADE 10)**

**REGISTRAR'S DIVISION
UNIVERSITY CENTRAL (SERVICING FIVE CAMPUSES)
GOVERNANCE & ADMINISTRATION DEPARTMENT**

REF NO: REG 06/2020

The incumbent will be required provide the requisite administrative and support services to the University Council, Senate and their respective committees. This service includes the preparation of agendas, attendance at and recording of proceedings at meetings, writing of accurate minutes and reports and related follow-up and correspondence. An excellent command of the English language is a pre-requisite, as are appropriate word-processing and spreadsheet expertise, and the ability to engage with and become proficient in terms of new software applications. Committee officers are at times required to work afterhours and over weekends. The ability to work under pressure to strict deadlines will be demanded of the incumbent.

Minimum requirements

- Matric/National Senior Certificate
- Bachelors (NQF Level 7) degree in Administration or Office Management
- Two (2) years of experience as a Committee Officer
- Possession of a valid driver's licence

Shortlisted candidates may be required to undertake a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs Prem Chetty, 031260 7971 or e-mail: ChettyP3@ukzn.ac.za

**The total remuneration package offered includes benefits.
The closing date for receipt of applications is 6 March 2020**

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-lm@ukzn.ac.za.
The advert reference number **MUST** be clearly stated in the subject line.