

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.

HUMAN RESOURCES DIVISION

**PA TO DEPUTY VICE-CHANCELLOR RESEARCH AND INNOVATION
(PEROMNES GRADE 9)
WESTVILLE CAMPUS**

REF NO. RO 02/2022

The Personal Assistant to the Deputy Vice-Chancellor (DVC) of Research and Innovation is required to provide a professional administrative, secretarial and supportive functions to the Executive office of the DVC. This role supports the functions and duties in the office of the DVC Research & Innovation, and provides comprehensive support to the team under the leadership of the Executive, while also managing relationships with diverse stakeholders, both internal and external. The PA to the DVC plays a crucial role in managing complex calendars, organizing travel arrangements, coordinating high-level meetings and events, handling correspondence, and carrying out various administrative duties as required. The incumbent will be the primary point of contact for the Executive, responsible for ensuring that the DVC is well-prepared and informed about his daily activities. The successful candidate should possess exceptional organizational and communication skills, be capable of multitasking and prioritizing with precision, and demonstrate keen attention to detail, be self-motivated and trustworthy, and be an adaptable individual who excels in a fast-paced executive work environment.

Minimum requirements:

- A Bachelor's degree with business computer literacy
- Three (3) years of relevant experience at the senior level preferably in higher education institutions.
- Ability to draft own correspondence
- Knowledge of Financial Administration

**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 2023. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.