

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 including people with disabilities.

UNIVERSITY TEACHING AND LEARNING

**ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
HOWARD COLLEGE**

REF NO.: TL02/2017

The Office of the Deputy Vice-Chancellor (Teaching & Learning) seeks to appoint a dynamic and energetic person with good organizational, communication and interpersonal skills, who is able to take initiative and problem solve. S/he must have a proven ability to work under pressure, meet deadlines and be willing and able to work after hours when required. S/he must have an attitude and work ethic of professionalism demonstrating courtesy, friendliness and the confidentiality expected in a senior executive office of the university.

DUTIES:

The successful candidate will provide general administrative and secretarial support to the Office of the DVC (T&L), and work as a team member with staff in the office. In addition, s/he will assist as a receptionist to the office and with public relations activities for the Office.

Minimum Requirements:

- Senior Certificate and one-year relevant post matric qualification
- Three (3) years' administrative experience with at least two years in a senior management context
- Finance and / or Human Resources administrative and management experience
- Demonstrable competence in a suite of computer software packages such as word processing, spreadsheets, presentations, including general business computer literacy.

Advantages:

- A degree / diploma
- Specialist administrative education and training
- Relevant experience in a tertiary education sector.

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

The total remuneration package offered includes benefits. The closing date for receipt of applications is 30 May 2017.

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 recruitment-jm@ukzn.ac.za.

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