

**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 designated groups in accordance with our
Employment Equity Plan.**

COLLEGE OF HUMANITIES

PA: DEAN & HEAD OF SCHOOL

SCHOOL OF BUILT ENVIROMENT & DEVELOPMENT STUDIES

(PEROMNES GRADE 10)

HOWARD COLLEGE CAMPUS

REF NO.: BEDS07/2017

The incumbent will be responsible for providing a comprehensive and confidential secretarial service and administrative support to the Dean and Head of School.

The incumbent will report to the Dean and Head of School.

MINIMUM REQUIREMENTS:

- Relevant diploma and secretarial/administrative qualification;
- Four years' relevant experience as a PA (secretary and administrator) in a higher learning and research institution;
- High level of competency in word processing and spreadsheet packages;
- Experience in minute taking and report writing;
- Experience in financial administration.

Shortlisted candidates may be required to undergo a skills test

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 31 May 2017

**Appointment to this position will be on the January 2012 Conditions of Service,
where applicable.**

**Enquiries and details regarding this post, as well as the request for the job profile may
be directed to: Nompilo Mthembu, email-: mthembun@ukzn.ac.za**

**Applicants are required to complete the relevant application form which is available
on the Vacancies page of the University website at www.ukzn.ac.za Completed
forms may be sent to Recruitment-humanities@ukzn.ac.za**

Please state the advert reference number in your subject line.