

**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.**

## **READVERTISED**

**FIXED TERM CONTRACT – 5 YEARS**

### **RESEARCH DIVISION**

**DEPARTMENT OF SCIENCE & TECHNOLOGY (DST) -  
NATIONAL RESEARCH FOUNDATION (NRF)**

### **PERSONAL ASSISTANT**

**TO THE DIRECTOR  
CENTRE FOR INDIGENOUS KNOWLEDGE SYSTEMS  
(PEROMNES GRADE 10)  
WESTVILLE**

**REF NO.: RO04/2017**

The incumbent is required to provide effective administrative, secretarial and financial administration support services, to ensure that the office runs efficiently and smoothly.

#### **Minimum Requirements:**

- Grade 12 and a 2-year relevant qualification
- Three (3) year's relevant work experience
- Knowledge and skill in the use of various computer packages
- Experience in writing minutes and taking dictation
- Experience in writing reports, executive summaries and newsletters
- Experience in planning, organising, and managing events (institutional, national and international)
- Experience in preparing presentations and documents for meetings
- Experience in research through the internet, and on updating websites
- Experience in managing a budget.

#### **Advantages:**

Knowledge of the University's procurement and financial systems.

**The total remuneration package is R256,495 per annum and includes the cost of benefits. The closing date for receipt of applications is 8 June 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](http://www.ukzn.ac.za).**

**Completed forms may be sent to [recruitment-jm@ukzn.ac.za](mailto:recruitment-jm@ukzn.ac.za).**

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