

**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.**

**RE-ADVERTISEMENT**

**INSTITUTIONAL PLANNING AND GOVERNANCE (IPG)**

**DIVISIONAL ADMINISTRATOR TO THE DIRECTOR  
CAMPUS MANAGEMENT SERVICES (CMS)**

**(PEROMNES GRADE 10)  
WESTVILLE CAMPUS/ HOWARD CAMPUS**

**REF NO: CMS 13/2016**

This position requires exceptional expertise, discretion and organizing ability, as well as outstanding interpersonal and communication skills. The incumbent will be responsible for secretarial and administrative support services and for coordinating activities within the Divisional Director's Office.

**Minimum Requirements:**

- Matric, One (1) year relevant qualification
- Three (3) years relevant experience in the facilities and construction environment
- Proven experience in Microsoft Word and Excel and a good working knowledge of Microsoft PowerPoint
- Experience in preparing and monitoring office expenditure budget
- A valid Driver's Licence
- An excellent spoken and written command of IsiZulu as well as English

**The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms must be sent to [recruitment-nn@ukzn.ac.za](mailto:recruitment-nn@ukzn.ac.za)**

**The closing date for receipt of applications is 16 May 2017**

