

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representative within the Institution.

**COMMITTEE OFFICER
(PEROMNES GRADE 10)
REGISTRAR'S DIVISION
UNIVERSITY CENTRAL
GOVERNANCE & ADMINISTRATION DEPARTMENT**

REF NO: REG 02/2019

The incumbent will provide the requisite administrative and support services to Council, Senate and their committees. This includes the preparation of agendas, attendance at and recording of proceedings at meetings, writing of accurate minutes and reports and related follow-up and correspondence.

Minimum requirements

- Senior certificate and 3-year qualification in administration, office management or other relevant field
- 5 years of experience as a committee officer
- Proven computer skills including word-processing and spreadsheets and an ability to learn new software applications
- Excellent command of the English language
- Good knowledge of committee processes and procedures
- Ability to take minutes using a laptop

Possession of a valid driver's licence would be advantageous

Shortlisted candidates may be required to undertake a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Sanele Ntuli, 031 260 8055 or e-mail: ntulis1@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 24 May 2019

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to recruitment-lm@ukzn.ac.za the advert reference number MUST be clearly stated in the subject line.