**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.**

**(INTERNAL ADVERTISEMENT)**

**OFFICE OF THE REGISTRAR**

**PERSONAL ASSISTANT TO THE REGISTRAR (PEROMNES GRADE 9)**

**BASED ON THE WESTVILLE CAMPUS**

**REFERENCE NO.: REG03-2023**

The University Registrar, as per Higher Education Act (Act 101 of 1997), is the secretary to the University Council, and as such, services the Council, Senate and other Statutory Committees of the University and the Executive Management Committee, and oversees much of the Statutory reporting requirements required of the University. In addition, the following large divisions are housed within the Registrar’s Portfolio - Student Academic Administration, Governance, Risk Management Services and SHE, and Legal Services. The Registrar also serves as one of the Deputy Information Officers of the University.

The Registrar’s Office, in many instances, serves as the first port of call for both internal and all external stakeholders, and is required to efficiently and professionally interface with all these stakeholders, screening, referring on and/or handling all enquiries, in keeping with UKZN values, encapsulated in the REACHT principles. The ability to manage multiple demands simultaneously and problem solve would be expected.

The Personal Assistant is required to work in close co-operation with the Registrar, and will be expected to offer his/her service independently, making a range of decisions where and when appropriate, often under pressure to deal with the daily office matters. The incumbent will also be required to draft their own correspondence, on behalf of the Office of the Registrar.

The appointed Personal Assistant will be required to support the functions and duties of the Registrar, and manage his/her office, including after hours and over weekends on occasion, as and when required. The primary Key Performance Areas are (1) Supporting the Registrar, (2) Registrar’s Office Management including financial administration and (3) Registrar’s Office Committee administration.

The position is being advertised internally, and only internal applicants will be considered, due to the requirements of the role, and the institutional knowledge that the incumbent would be expected to possess.

Minimum Requirements:

• A Bachelor’s qualification (NQF Level 7) in administration, office management or another relevant field.

Experience:

• A minimum of five (5) years’ experience in a similar position as a Personal Assistant at UKZN.

Participation in a **Skills test** prior to interviewing may be required of short-listed candidates.

**Please note that**:

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Cynthia Mbuli on e-mail: mbulic@@ukzn.ac.za

**Appointment to this position will be on the January 2018 Conditions of Service.**

**The total remuneration package offered includes benefits.**

The closing date for receipt of applications is **Wednesday, 24 May 2023.**

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-ctm@ukzn.ac.za](mailto:Recruitment-ctm@ukzn.ac.za)

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

*Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*