

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity. For this post applications are invited from designated Africans.

REGISTRAR'S DIVISION

**ADMINISTRATIVE OFFICER TO THE DIVISIONAL DIRECTOR:
INFRASTRUCTURE PLANNING AND PROJECTS (IPP)
(PEROMNES GRADE 11)
WESTVILLE CAMPUS**

REF NO: IPP03/2014

The incumbent will provide secretarial and administrative support to the Divisional Director: IPP. S/he will support the functions and duties of the Director and manage his/her office in execution of the secretarial and administrative duties. Provides an effective interface between the Directorate and members of the university community, public, private and community organisations, business, government sectors, international community and students. Key duties includes ensuring that necessary documentation is available to Directorate's for meetings/appointments/functions. This includes retrieval of material from files for reference or report purposes. Types and despatches faxes, e-mails, correspondence, reports, directives and circulars, schedules, references and other documentation. Processes invoices and other payments (via cheque or electronic systems) relating to purchases, renewal of subscriptions, subsistence and travel etc. This includes the preparation of stock or routine communications on behalf of the Directorate Director. The work also involves dealing with confidential issues and discretion is therefore required.

Minimum requirements:

- Grade 12 plus one year relevant secretarial qualification
- Three years relevant secretarial experience, of which two years should be in the office of a Senior Manager
- Advanced computer skills
- Experience in minute taking
- Basic financial skills

Advantages:

- Working knowledge of i-enabler
- Knowledge of Human Resources processes
- Knowledge of Higher Education policies and processes
- Knowledge of ITS

Appointment to this post will be on 2012 Conditions of Service.

The closing date for applications is 5 December 2014. Enquiries and details regarding this post may be directed to Mr SA Moodley, 031 2603378 or e-mail: moodleys60@ukzn.ac.za . Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to recruitment-sm@ukzn.ac.za. The advert reference number must be clearly stated in the subject line.