

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.

ADVERTISED

FIXED TERM CONTRACT – 5 YEARS

RESEARCH DIVISION

**DEPARTMENT OF SCIENCE & INNOVATION (DSI) -
NATIONAL RESEARCH FOUNDATION (NRF)**

PERSONAL ASSISTANT

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

REF NO.: RO 06/2020

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.

The total remuneration package is R294, 792 per annum and includes the cost of benefits. The closing date for receipt of applications is 25 November 2020.

Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to recruitment-nm@ukzn.ac.za.

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