

**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 African designated groups.**

**COMMITTEE OFFICER
(PEROMNES GRADE 10)
REGISTRAR'S DIVISION
UNIVERSITY CENTRAL**

REF NO: COM01/2015

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
- 2 years' 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

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 Mrs. J Maguire, 031 2608285 or e-mail: maguirej@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-jm@ukzn.ac.za. The advert reference number must be clearly stated on the subject line.

The closing date for applications is 30 October 2015