

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.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
SCHOOL OF MATHEMATICS, STATISTICS AND COMPUTER SCIENCE
WESTVILLE CAMPUS**

REF NO.:MSCS06/2015

The incumbent will provide a comprehensive and efficient secretarial service and support to the Dean and Head of School, as well as assisting the Manager: School Operations in all areas of the management and provision of the campus administrative function. The incumbent will carry the full responsibility of Committee Officer for important strategic School Committees which requires an excellent command of written and spoken English. This varied and busy position requires a motivated individual with strong organisational skills, initiative, versatility and excellent communication and interpersonal skills who is able to work with minimal supervision. S/he will also supervise some administrative staff and will be required to work individually and as part of a team.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:

- Matric plus a relevant one year qualification
- Three years relevant experience in a similar environment;
- High level of competency in word processing and spreadsheets
- Experience in minute taking

Shortlisted candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as request for the job profile may be directed to Miss Nokwanda on email: nkomon@ukzn.ac.za

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

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 6 November 2015.

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-aes@ukzn.ac.za

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