**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.**

**REGISTRAR’S DIVISION**

**COMMITTEE OFFICER**

**(PEROMNES GRADE 10)**

**WESTVILLE**

**REF NO.: REG01/2016**

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**:

* Grade 12 (Matric) and a 3-year qualification in administration, office management or other relevant field;
* Two (2) years of 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.

Advantages:

* A valid and unendorsed drivers’ licence.

**The total remuneration package offered includes benefits. Appointment is on Conditions of Service 2012.**

**The closing date for receipt of applications is 10 November 2016.**

**Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms may be sent to recruitment-jm****@ukzn.ac.za****.**

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