

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.

COLLEGE OF HUMANITIES

PA to the DVC and HEAD OF COLLEGE (GRADE 9)

OFFICE OF THE DVC and HEAD OF COLLEGE

HOWARD COLLEGE CAMPUS

REF NO.: HUM05/2018

The role of the Personal Assistant to the DVC and Head of College would be to provide a professional administrative and secretarial function to the office. The incumbent will support the functions and duties of the DVC and Head of College and manage the office, including undertaking committee administration, procurement and financial administration.

Minimum Requirements:

- Matric and a relevant three(3) year bachelor's degree in administration
- Three (3) years relevant experience at a senior level
- Sound and appropriate business computer literacy skills and knowledge
- Relevant work experience in a Higher Education Institution
- Sound interpersonal skills

The University subscribes to Total Cost to Employer (TCE) Remuneration Model. This appointment will be on the 2018 Conditions of Service

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Sphindile Mvuyana, e-mail: MvuyanaS@ukzn.ac.za

The closing date for receipt of applications is Friday, 19 October 2018

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-humanities@ukzn.ac.za

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