

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representative within the Institution.

**REGISTRAR'S DIVISION
HEAD OF COMMITTEE
(PEROMNES GRADE 08)
WESTVILLE CAMPUS BASED (SERVICING ALL CAMPUSES)**

REF NO.: REG 06/2019

The incumbent will be required to manage and provide leadership to the Committees Section, which provides the requisite administrative, secretarial and support services to the University Council and Senate and their required committees, ensuring the efficient servicing of all committees. This will include, inter alia, oversight of the preparation of agendas, attendance and recording of the proceedings at meetings, drafting accurate minutes and the follow-up on actions arising from there. Further, management of the division includes line management of staff, allocation of responsibilities, budgetary oversight and other administrative matters. The incumbent will be tasked with keeping abreast of current trends, best practice, and legal and statutory requirements, ensuring these are put into practice and/or adhered to. Further, ensuring the appropriate storage, access to and retrieval of requisite information, compiling and analysing statistics and responding to queries for information.

The incumbent will act as committee officer to the Senior University committees.

The position requires an excellent command of the English Language with good written and verbal communication skills. Strengths in time management and organizational ability, and sound interpersonal skills, are important. The ability to maintain discretion and confidentiality are essential. The incumbent may be required to travel between campuses/meeting venues, and committees meet on occasion after hours/on Saturdays.

MINIMUM REQUIREMENTS:

- A relevant 3 year qualification in administration or office management
- Five years (5) experience in a senior position as a committee officer.

ADVANTAGES

- Experience with respect to line management of staff
- Experience in a Higher Education environment
- Dictaphone typing

Appointment to this position will be on the January 2018 Conditions of Service. The total remuneration package offered includes benefits.

Applicants are required to complete the relevant application form, which is available on the Vacancies page of the University website at www.ukzn.ac.za.

Completed application forms should be emailed to Recruitment-lm@ukzn.ac.za

The closing date for receipt of applications is 04 November 2019. Queries regarding the position maybe directed to makhanyal@ukzn.ac.za . Please state the advert reference number and your surname in the subject line

Short-listed candidates may be required to undertake a skills test