

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 HEALTH SCIENCES
ADMINISTRATIVE OFFICER (SCHOOL)
(PEROMNES GRADE 10)
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL

REF NO.: CM03/2019

The incumbent of this post is responsible for providing a comprehensive and professional service to the School to assist the School Management in the achievement of deliverables. The position includes line management responsibility and requires a self-motivated individual who can work with limited supervision often using his/her own initiative to resolve a problem. The incumbent will also serve as the ambassador for the school being the first point of contact in most instances.

Minimum Requirements:

- Matric AND a One-year relevant qualification
- Three years relevant work experience in a similar working environment which includes six months supervisory experience
- Demonstrated proficiency in word processing and spreadsheet packages
- Proven experience in minute taking and report writing
- A high level of understanding of spoken and written communication

Advantages:

- Knowledge of the University structures, policies and procedures
- Experience working within the College of Health Sciences
- International Computers Drivers Licence (ICDL)

Personal Attributes:

- Ability to work under pressure and with tight deadlines
- Professional attitude
- Display initiative
- Excellent communication skills
- Excellent work ethic
- Well groomed
- Lives the REACH^T values of the University

There will be a skills test for this post.

Applicants are encouraged to review the job profile prior to applying - this is available from Mrs Sbongile Msomi (Senior HR consultant), tel: (031) 260-8201 or e-mail: msomis4@ukzn.ac.za
You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

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

The closing date for receipts of applications is 27 September 2019. The University reserves the right not to make appointment

Applicants are required to complete the relevant application form (Support form) which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to Recruitment-chs@ukzn.ac.za

Advert Reference Number and site Must be clearly stated in the subject line.