

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.: T/CM06/2020

FIXED TERM CONTRACT (6 MONTHS)

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 incumbent will assist the three Academic Leaders within the School, namely: Teaching & Learning, Research and Registrars with *inter alia* events administration and committee administration and may be requested from time to time to provide relief to the clinical support section of the School. The position requires a self-motivated individual who can work with limited supervision often using his/her own initiative to resolve a problem. The incumbent must have the ability to multi-task whilst providing a service to three academic leaders.

Minimum Requirements:

- Matric AND a One-year relevant qualification
- Three years relevant work experience in a similar working environment
- 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

Essential Requirements:

- 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 adhering to tight deadlines
- Ability to multi-task whilst ensuring attention to detail
- Professional attitude
- Display initiative
- Excellent communication skills
- Excellent work ethic
- Well groomed

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 receipt of applications is **25 September 2020**. The University reserves the right not to make an appointment.

To apply please complete the **relevant application form (support form)** which is available on the **vacancies website** at www.ukzn.ac.za and **email to dean_scm@ukzn.ac.za** with the **Advert Reference Number** clearly stated in the **subject line**.