

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.

HUMAN RESOURCES DIVISION

**PA TO EXECUTIVE DIRECTOR HUMAN RESOURCES
(PEROMNES GRADE 9)
WESTVILLE CAMPUS**

REF NO. HR 03/2022

The main purpose of this role is to provide a professional administrative and secretarial function to the office of the Executive Director of Human Resources. S/he will support the functions and duties of the Executive Director of Human Resources and manage his office.

Minimum requirements:

- A Bachelor's degree with business computer literacy
- Three (3) years relevant experience at senior level preferably in higher education institutions.
- Ability to draft own correspondence
- Knowledge of Financial Administration

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

The closing date for receipt of applications is **09 September 2022**. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.