**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.**

**OFFICE OF THE REGISTRAR**

# SENIOR COMMITTEE OFFICER

# WESTVILLE CAMPUS

# REFERENCE NO.: REG04/2023

The University Registrar ensures compliance with the required Acts and Statutes that govern the University and with the institution’s policies, procedures and rules. Within the Registrar’s Division, is Governance and Administration, which monitors governance and compliance and provides administrative and secretariat support to Council and Senate and the relevant sub-committees thereof**.**

The Senior Committee Officer will administer statutory Council and Senate Committees, ensuring that the committee(s) comply with good governance practices, and ensure that records are maintained in keeping with current legislative requirements, rendering a high-level professional secretariat function to a number of institutional committees.

## Requirements:

* Matric/ National Senior Certificate.
* Bachelor’s qualification (NQF Level 7) in administration or other relevant field.
* 2 years of experience as a Committee Officer, preferably within the Higher Education sector.
* Competency in speedwriting/shorthand/touch typing.
* Proven computer skills including word-processing, spreadsheets, Adobe Acrobat, MS Teams, Zoom.
* Excellent command of the English language.
* Good knowledge of committee processes and procedures within the Higher Education sector.
* Possession of a valid driver’s license.

## Please note that:

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**A requisite skills test will be written prior to final shortlisting and only shortlisted candidates will be contacted**

Enquiries and details regarding this post, as well as requests for a job profile may be directed to **Cynthia Mbuli on e-mail: mbulic@ukzn.ac.za**

**The remuneration package offered includes benefits. Appointment to this post will be subject to the January 2018 Conditions of Service.**

**To apply please click on the link:** [**https://ukzn.ci.hr**](https://ukzn.ci.hr) **or copy this link to Microsoft Edge to open. The closing date for receipt of applications is Friday, 05 October 2023**

*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 endeavor 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.*