

**THE UNIVERSITY OF KWAZULU-NATAL (UKZN) IS COMMITTED TO EMPLOYMENT EQUITY.
FOR THIS POSITION, APPLICATIONS ARE INVITED FROM DESIGNATED AFRICANS.**

APPLICATIONS ARE INVITED FROM PERMANENT UKZN STAFF ONLY.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
PIETERMARITZBURG CAMPUS**

REF NO.:AES06/2014

The incumbent will serve as the College Committee Officer for all College related committees (arranging and organising meetings; conceptualisation, compilation and distribution of agendas and notices; preparing and accurate records of meetings; follow-up on matters arising from meetings).

S/he will also provide administrative support to the College Office, the Director: College Professional Services, Dean: Teaching and Learning, and Dean: Research.

The incumbent will report to the Director: College Professional Services.

Minimum Requirements:

- Matric plus a relevant one year qualification
- Three years relevant experience in a similar environment
- Proficiency in wordprocessing and spreadsheets
- Experience and proficiency in minute taking and report writing

Short-listed candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Professor K Kirkman, 033- 2605975 or email Kirkmank@ukzn.ac.za

Appointment to this position will be on the January 2012 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 25 July 2014.

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

Advert Reference Number MUST be clearly stated in the subject line.