



**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 LAW AND MANAGEMENT STUDIES**

### **SENIOR COMMITTEE OFFICER: GRADE 9 WESTVILLE CAMPUS**

**REF NO: UKZN\_000728**

The College Director: Professional Services ensures compliance with the required Acts and Statutes that govern the College, and with the Institution's policies, procedures, and rules. Within the College Administration Office, is Governance and Administration which monitors governance and compliance and provides administrative and secretariat support to the College and School committees.

The Senior Committee Officer will administer statutory College 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 college committees.

#### **Minimum 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, and 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.

**Enquiries and requests for a job profile should be directed in writing to Mr. Themba Mbongwe at [Mbongwee@ukzn.ac.za](mailto:Mbongwee@ukzn.ac.za).** This email address is for enquiries only and should not be used to submit applications.

#### **To submit an application:**

<https://ukzn.ci.hr/applicant/index.php?controller=Listings&method=view&listingid=d2c5809d-16c1-440d-9fd6-3b5bfd7a3e9f> or copy the link to the Microsoft Edge website or click on the Career Portal website found on the UKZN website home page.

**The closing date for receipt of applications is 15 January 2026**

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 paperbased formats that are used for processing of the personal information recorded through this recruitment and selection process.