



UNIVERSITY OF  
ZULULAND

**The University of Zululand subscribes to the principles embedded in the  
Employment Equity Act**

**SECRETARY TO THE DEPUTY VICE CHANCELLOR: TEACHING AND LEARNING  
(GRADE 9)  
REFERENCE NUMBER: 2018/12/VC85**

The purpose of this position is to provide high level secretarial and administrative support to the Deputy Vice Chancellor and to oversee the smooth running of daily operations in his or her office.

**KEY ACTIVITIES**

- Prepare and manage correspondence, reports and documents, often under their own initiative;
- Organize and coordinate meetings (including catering), conferences and travel arrangements;
- Take, type and distribute minutes of divisional meetings;
- Implement and maintain office systems;
- Maintain schedules, dairies and calendar of the DVC: Teaching and Learning;
- Arrange and confirm appointments on behalf of the DVC: Teaching and Learning;
- Handle incoming mail, maintaining accurate records of incoming documents and distribution to relevant managers in division;
- Collate information and maintain databases;
- Communicate professionally, verbal and in writing to answer queries and provide information;
- Receive visitors and direct them accordingly;
- Liaise with internal and external contacts regarding matters pertaining to the division;
- Monitor the departmental operational budget and equipment and ensure regular reporting to budget holders;
- Manage office space and ensure offices are neat and presentable;
- Order and monitor usage of office supplies e.g. stationery etc;
- Ensure external service provider's payments are processed timeously;
- Prepare documentation, both soft and hard, for meetings attended by the DVC: Teaching and Learning.

## **MINIMUM REQUIREMENTS**

- A relevant three (3) year degree or National Diploma or National Secretarial qualification (three-year qualification);
- At least three (3) to four (4) years' experience in a similar senior role.

## **OTHER REQUIREMENTS**

### **Skills**

- Excellent Communication (verbal and written)
- Minute taking and report writing skills
- Interpersonal
- Administrative
- English Proficiency
- Planning & Organising
- Time Management

### **Behaviour / Attributes**

- Highly organised
- Able to work under pressure
- Able to work independently
- Confidential
- Multi-tasking
- Professional
- Reliable

### **Knowledge**

- Excellent computer skills specifically using the MS Office Suite (Word, Excel, Power Point, Visio etc.)
- Basic Financial Principles

**CLOSING DATE: 30 December 2018**

The University reserves the right not to make an appointment in the position or level as advertised. To apply please log on to PNET ([www.pnet.co.za](http://www.pnet.co.za)) and submit your application. **The University will not accept any applications directly or through any other means.**

**Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.**

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

**Communication will be entered into with shortlisted candidates only.**