



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

**INSTITUTIONAL PLANNING  
SECRETARY TO THE EXECUTIVE DIRECTOR  
RE-ADVERTISEMENT**

**REFERENCE NUMBER: 2020/07/IP01**

**GRADE 09**

The primary purpose of this role is to provide high level secretarial and administrative support to the Executive Director: Institutional Planning and to oversee the smooth running of daily operations in the office of the Executive Director: Institutional Planning.

**KEY ACTIVITIES**

- **Administrative and Secretarial Support to Executive Director:**
  - Schedule and diarise meetings for the Executive Director and confirm appointments with the relevant stakeholders.
  - Keep the diary of Executive Director up to date.
  - Screen incoming calls and forward messages to the Executive Director.
  - Act as first point of contact in the executives office for both internal and external stakeholders.
  - Meet and greet visitors, screen and re-direct visitors as and when required.
  - Respond promptly to all enquiries directed to the office of the Executive Director, assess the nature of enquiries, and where appropriate, draft a response for the Executive Director's approval and signature.
  - Receive invitations for functions for the attention of the Executive Director, confirm availability or submit apologies for non-attendance; complete registration forms where applicable and coordinate the travel arrangements and payment for function attendance.
  - Coordinate all travel arrangements inclusive of flights, accommodation, parking and car hire.
  - Coordinate meeting arrangements by securing the venue, arranging catering and refreshments as per dietary requirements and ensuring the correct equipment is made available (projectors, notepads, pens, etc.).
  - Prepare and distribute agendas and information packs for meetings to the required stakeholders.
  - Carry out research as and when directed by the Executive Director.
  - Type up letters as directed by the Executive Director and assist in the preparation of presentations.

- Attend to any personal requests as directed by the Executive Director e.g. car license renewals etc.
  - Take minutes at staff / departmental meetings and distribute to all staff attendees.
  - Place orders for stationery, furniture, refreshments and office equipment.
  - Coordinate stationery requirements for the department.
  - Keep the relevant staff up to date with changes in the department.
  - Report maintenance issues to relevant department.
  - Manage the Executive's office in his absence.
- **Document Management:**
    - Maintain an up-to-date filing system in hard and electronic format.
    - Photocopy, print and scan documentation as directed.
    - Arrange for courier services for documentation.
    - Coordinate monthly reporting for the office of the Executive Director.
    - Follow up with the Executive Director on the timeous submission of reports for Committees.
    - Coordinate incoming and outgoing mail, maintain accurate records and distribute for the attention of the relevant parties.
    - Ensure safe keeping of correspondence and confidential documents.
- **Expenditure Administration:**
    - Monitor office expenditure in accordance with approved budget allocation.
    - Assist the Executive Director to monitor the section budget and the correct utilisation of accounts and entities.
    - Coordinate the processing of subsistence and travel claims for the Executive Director; complete claim forms and calculate travel expenses; follow up on payment of claims and maintain a record of claims.
    - Control Petty Cash, balance the cashbook and request for a cheque.
    - Prepare requisitions for stationery, computer equipment, computer software and furniture as per available budget .
    - Monitor budget when flight reservations, hotel and car reservations are requested by the Executive Director as per the approved budget.

## **MINIMUM REQUIREMENTS**

- National Diploma in Secretarial / Office Administration.
- Minimum (Four) 4 years' experience providing secretarial and administrative support at a senior management level.

## **OTHER REQUIREMENTS**

### **Knowledge**

- MS Office Suite (Word, Excel and Power Point)
- Basic Financial Principles

**Skills**

- Communication (verbal and written)
- Interpersonal
- Administrative
- English Proficiency
- Planning & Organising
- Time Management

**Behaviour / Attributes**

- Attention to Detail
- Organised
- Work Under Pressure
- Independent
- Confidential
- Multi-tasking
- Professional
- Reliable

**CLOSING DATE: 19 July 2020**

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.**

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