



**UNIVERSITY OF  
ZULULAND**

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

**RESEARCH AND INNOVATION OFFICE**

**ADMINISTRATIVE ASSISTANT**

**REFERENCE NUMBER: 2021/12/VV65**

**GRADE 12**

The purpose of this position is to support research ethics, postgraduate studies and postgraduate funding administrative processes across various Departments and Faculties in the University.

**KEY ACTIVITIES**

- Research support and promotion
- Administration
- Communication

**MINIMUM REQUIREMENTS**

- Minimum Grade 12 / Matric certificate.
- Computer literacy certificate.
- Minimum 1-year administrative experience.
- Experience in Higher Education will be an added advantage.

**OTHER REQUIREMENTS**

**Knowledge**

- MS Office Suite
- Higher Education
- Proficiency in English
- Minute taking

**Skills**

- Communication
- Interpersonal
- Time Management

- Problem Solving
- Planning & Organising

**Behaviour / Attributes**

- Attention to Detail
- Team Player
- Honesty
- Hard worker
- Ethical

**CLOSING DATE: 31 December 2021**

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.**

The University reserves the right not to make an appointment. Communication will be entered into with the shortlisted candidates only.

By applying for this position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, Identity number, banking details, address, resume' etc., may be used, distributed, handled or processed and/or stored for purposes of the Recruitment and Selection process of the University.

Please note in terms of the University's recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity.