



**UNIVERSITY OF
ZULULAND**

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

GOVERNANCE, SECRETARIAT AND CONVOCATION

OFFICE ADMINISTRATOR

REFERENCE NUMBER: 2023/06/RR90

GRADE 12

Provides secretarial and administrative support to a Governance and Secretariat and act as a one-stop-shop point of contact for all Governance and Secretariat enquiries.

KEY ACTIVITIES

- Communication
- Secretariat Support
- Administrative Support
- Policy Administration
- Office Administration

MINIMUM REQUIREMENTS

- National Diploma in Office or Business Administration.
- 3 years Administration experience, preferably in a higher education environment.

OTHER REQUIREMENTS

Knowledge

- Understanding of Governance and Secretariat processes and procedures in higher education environment.
- Good working knowledge of ITS.
- Understanding of University statutory structures.

Skills

- Ability to communicate at all levels within the Institution.
- Computer Literacy.
- Effective verbal and written communication

Behavior / Attributes

- Attention to Detail
- Quality and service oriented

- Accountability
- Team Player
- Relationship management
- Results driven

CLOSING DATE: 18 June 2023

To apply please log on to PNET (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.

The University reserves the right not to make an appointment in the position as advertised.

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 Recruitment and Selection process of the University.