



**UNIVERSITY OF
ZULULAND**

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

COMMUNICATIONS AND MARKETING DEPARTMENT

SECRETARY

REFERENCE NUMBER: 2024/03/VR35

GRADE 10

The primary purpose of this position is to provide comprehensive and professional secretarial and administrative support to the Director.

KEY ACTIVITIES

- Diary Management
- Secretarial Services
- Administration
- Budget Administration

MINIMUM REQUIREMENTS

- Minimum Grade 12 with Diploma in Secretarial or Office Administration.
- Additional computer literacy qualifications would be advantageous.
- Minimum 3 years' relevant experience.

PREFERENCES

- MS Office Suite
- Basic Financial Principles

OTHER REQUIREMENTS

Knowledge

- MS Office Suite
- Basic Financial Principles

Skills

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

Behaviour / Attributes

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

CLOSING DATE: 31 March 2024

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.

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. The University reserves the right not to make an appointment.

Kindly Note: Communication will be entered into with shortlisted candidates only.