



**UNIVERSITY OF  
ZULULAND**

**OFFICE OF THE REGISTRAR  
GOVERNANCE, SECRETARIAT & CONVOCATION  
COMMITTEE COORDINATOR**

**REF NO: 2024/09/RR61**

**GRADE 8**

The primary purpose of the position is to provide a comprehensive secretariat service to the University's governance structures (Council, Senate, Management Committee and its sub-committee).

**MINIMUM REQUIREMENTS**

- Degree in Communication or any Degree with English or Communication as fundamental modules.
- Minimum of three (3) years' experience in Committee administration.

**ADDED ADVANTAGE**

- Experience in servicing the abovementioned statutory committees in a higher education environment and formal training in corporate governance and administration would be an advantage.

**KEY PERFORMANCE AREAS**

- Meetings administration
- Meetings preparation
- Communication and protocol
- Planning for next meeting
- Office administration

**COMPETENCIES:**

**Knowledge**

- Excellent working knowledge of meetings protocol.
- General working knowledge of ITS.
- Good working knowledge of legislation and governance requirements as they pertain to public institutions of higher learning.
- An above average command of the English language.
- Legislations relevant to govern Public Higher Education and Training Institutions.

## **Skills**

- Ability to communicate at all levels within the Institution
- Active listening- taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Discern between confidential information when releasing information
- Respond to all enquiries and requests for information received from internal and external stakeholders.
- Computer literacy.
- Effective verbal and written communication
- Ability to interpret the prescripts of Higher Education Act 101 of University Statute, policies and Procedures, Rules and Regulations, Codes on good governance, etc.

## **Behavior/Attributes**

- Attention to detail
- Positive attitude
- Resilient
- Team player
- Quality and service oriented
- Relationship management

**Closing date: 08 September 2024**

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.**

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.***