



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

## **ASSESSMENTS, CERTIFICATION AND GRADUATION MANAGEMENT**

### **SECRETARY**

**REFERENCE NUMBER: 2024/08/RE11**

### **GRADE 12**

Provides secretarial and administrative support to Deputy Registrar: Assessment, Certification and Graduation and act as a one-stop-shop point of contact for all Assessments, Certification and Graduation Management enquiries.

#### **KEY ACTIVITIES**

- Communication
- Offer Secretariat
- 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 Assessment, Certification and Graduation 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: 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.***