

# UNIVERSITY OF SOUTH AFRICA

## APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- PERMANENT EMPLOYEES
- FIXED-TERM EMPLOYEES
- TEMPORARY WORKERS; AND
- UNISA ALUMNI & REGISTERED STUDENTS

## APPLICANTS ARE REQUESTED:

- TO STATE THE DEPARTMENT TO WHICH THEY ARE CONTRACTED.
- UNISA STUDENTS TO ATTACH PROOF OF REGISTRATION
- UNISA ALUMNI TO ATTACH THE PROOF OF QUALIFICATION WITH UNISA

### PORTFOLIO: REGISTRAR

### GAUTENG REGION

### FIXED TERM CONTRACTS for Three (3) months- Seasonal Appointments

**Admin Assistant (Library Services)**  
**(Johannesburg X 12 , Pretoria X 12 , Ekurhuleni X 4 )**  
**( 28 positions)**

**Ref :Registrar/GAU/FT/Lib/P12-2019**

The purpose of this position is to provide quality administrative support to the division/and or sections in the academic and technology support division in the regional offices in order to ensure the smooth administrative functioning of the offices and to enhance the academic support provided to students.

The incumbent will provide administrative assistance as assigned to all or any of the facilitation and support of teaching and learning activities and initiatives in the region.

### Requirements:

- Grade 12 with one (1) years administrative experience

### Recommendations:

- Studying towards an Information Science Qualification
- Knowledge of the Library and its functions

### Skills and abilities

- Computer literacy
- Good Interpersonal , networking and communication skills
- Sound human relations
- Proficient in English and one other official language
- Good listening, speaking, writing and reading skills
- Ability to take initiative, work independently, accurately and diligently
- Dedication, responsibility and reliability.

### Duties:

- Academic Administration Support


**Assumption of duty:** As soon as possible

**Salary:** Remuneration is commensurate with the seniority of the position

**Closing date:** 15 October 2019

**Enquiries:** (012) 441 5737 Ms L Govender  
(0120 4415766 Ms SN Ntshalintshali

- *The completed prescribed application form must be accompanied BY a **COMPREHENSIVE CURRICULUM VITAE** and **ORIGINAL CERTIFIED COPIES** (within the previous six months) of;*
  - **All educational qualifications**
  - **Academic transcripts/records**
  - **Identity document; and**
  - **Proof of SAQA verification of foreign qualifications (if applicable)**
- **The contact details of three contactable references must be provided.**
- **The prescribed application form is obtainable from <https://www.unisa.ac.za/vacancies>**
- **UNISA is not obliged to fill an advertised position.**
- **Late, incomplete and incorrect applications will not be considered.**
- **Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.**

We welcome applications from persons with Disabilities 

- Applications must be submitted in an envelope clearly marked with the name of the relevant Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.
- **Postal Applications** must be posted to Unisa, Attention Mrs L Govender, **PO Box 392, Unisarand, 0003** on or before the closing date.
- Hand delivered applications can be submitted at the following regional offices:
  - **Sunnyside Campus: Building 14, Information Desk Ground Floor**
  - **Ekurhuleni RSC: Corner R51 and Brazil Street, Daveyton Campus, Reception**
  - **Johannesburg RSC: All applications for Johannesburg can be hand delivered at one of the mentioned offices.**
- **All applications should reach UNISA before 16h00 on the closing date.**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.