

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: REGISTRAR

DEPARTMENT: STUDENT AFFAIRS AND REGIONAL SERVICES (EASTERN CAPE)

Administrative Assistants (Academic and Technology Support) (P12) X 12
East London Hub
Mthatha Regional Centre
Port Elizabeth Regional Centre

CONTRACT PERIOD WILL BE DETERMINED BY THE EMPLOYER

REFERENCE: EC/ATSAdmAss/P12/TLK2021

The objective of this position is to provide quality administrative support to the division and / or section 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.

Job Requirements:

- Grade 12 plus one (1) year administrative experience

Knowledge, Skills and Abilities:

- Administrative skills
- Venue and meeting administration
- Report writing
- 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**
- **Training & Supervision (Student/Temporary Workers)**

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the seniority of the position

Closing date: 24 March 2021

Enquiries: 043 709 0435 Mr TL Kgaswane (Human Resources)

- The completed prescribed application form must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;
 - Proof of Registration with Unisa
 - 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 obtainable from <http://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 to the following Email Address: Kgaswtl@unisa.ac.za

Indicate the name of the relevant Regional Centre of Interest, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in send separately.

All applications should reach UNISA on or before the closing date at 16h00.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 2 months after the closing date of this advertisement, please accept that your application was not successful.