

UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: REGISTRAR
WESTERN CAPE DIRECTORATE
Fixed Term Contracts
Admin Assistant P12 (x 40 Positions)
(Cape Town, Parow & George Campus)**

**December 2019 – February 2020
June – July 2020
Aug- September 2020**

(Ref no. RWC/ AdmAss/P12/kes/ 2019)

The purpose of the job is to:

- provide quality student administrative support services in the regional offices in order to ensure the smooth administrative functioning thereof and to enhance the student admin support provided to students
- provide administrative assistance as assigned to all or any of the student admin support activities and initiatives in the region.

Minimum Requirements:

- Grade 12 with one (1) years administrative experience

Recommendations:

- Experience in ODL environment
- Preference will be given to applicants in the geographical area of the position

Knowledge

- Administrative skills
- Venue and meeting administration
- Report writing

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 include:

- Student Application and Registration Administration Support
- General Student Administration Support


Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the seniority of the position

Enquiries : HR (Mrs K Sauls) (021) 936 4163

Closing Date : **2 April 2019. 16h00**

- The completed prescribed application form must be accompanied BY **COMPREHENSIVE CURRICULUM VITAE**, Driver's License 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 <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 in an envelope clearly marked with the name of the relevant Department, the position applied for and the correct reference number of the position. If you apply for more than one position, each application must be in a separate envelope.
- Applications on the prescribed forms are invited and should be posted to Unisa, Attention Ms K Sauls, Private Bag X16, Parow, 7499 on or before the closing date. Hand delivered application forms can be delivered to the HR department 1st floor, Admin Building, Unisa, Cape Town Campus, Parow.

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 of the closing date of this advertisement, please accept that your application was not successful.