The primary role of this position is to ensure effective administrative, co-ordination and support services to the executive office for the smooth running of office activities.

**REQUIREMENTS:**

- M + 3.
- At least 4 years' experience in a Higher Education environment.
- A Secretarial or Office Management Qualification is a preference.
- Any acceptable combination of both the qualifications and/or experience would be ideal.
- Demonstrated knowledge of the South African Higher Education Sector.

**KEY COMPETENCIES:**

**Knowledge**

- Office Management.
- Financial Administration.
- Management of Stakeholder Relationships.
- Academic Policies.
- HEQF/HEQC/ SAQA/ Higher Education Act.

**Skills**

- Good written and verbal communication skills.
- Good problem solving skills.
- Computer skills.
- Good interpersonal skills.

**Personal Attributes**

- People orientated, hard worker, responsible, reliable, creative and innovative.
- Respectful, honest, punctual and understand protocol.
- Proven attributes of transparency, integrity and teamwork.

Candidates who meet the minimum requirements are invited to apply for the advertised positions. Remuneration will be commensurate with the level at which incumbents of these post will be expected to perform.

It is compulsory that all applications have the following documents:

- UMP application form for employment (is accessible on www.ump.ac.za)
- Letter of application (that provides detailed information on how the applicant meets the requirements for the position)
- A comprehensive CV
- Certified copies of relevant qualifications, ID and appropriate references.

Failure to comply with the requirements on your application, will automatically disqualify your application. All applications should be sent to: Electronically to: umprecruitment@ump.ac.za, or post to Private Bag x11283, Mbombela, 1200 or hand delivered physically at the University of Mpumalanga.

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the university to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, Ms Nomsa Mnisi or Mr Sydney Thwala. The landline is 013 – 002 0001.

**The closing date for receipt of is 22 July 2019.**