

**Applications are invited from interested person(s) for the under mentioned post.**

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our **ENVISION2030** strategy, DUT's DNA has two strands, namely 'people- centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by a number of double pairs consisting of 'values and principles' that bind our double-helix together. The extrinsic expression of our DNA is via The DUT-Way; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that was been recognized recently when The Times Higher Education's World University Rankings placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

**DURBAN UNIVERSITY OF TECHNOLOGY BUSINESS SCHOOL**  
**SECRETARY (POST REF.: NUMBER: BS02)**

Reporting to the Deputy Dean: DUT Business School, Secretary provides secretarial and administrative support service to the Faculty Team in the implementation of policies, procedures and systems designed to ensure excellent customer service in alignment with the objectives of the Faculty and the DUT.

**MINIMUM REQUIREMENTS:**

- National Diploma (NQF Level 6) in Office Management with 3 years experience in a Secretarial or Administration Support role
- OR
- Secretarial Diploma (NQF Level 5) with 5 years experience in a Secretarial or Administration Support role
- Strong interpersonal and communication skills (oral and in writing) and the ability to work effectively with a wide range of divisions and departments across the University.
- Document Management workflow skills
- Organising and Planning Skills
- Telephone Etiquette
- Confidentiality and applying discretion
- Multitasking; resourcefulness
- Proactive and ability to take initiative
- Ability to work independently and in a team
- Comprehensive IT skills, with good working knowledge of Microsoft Office Package. Teams, Zoom

**KNOWLEDGE**

- Broad knowledge and understanding of the functional areas covered by the Unit

## **THE DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

### **PROVIDE SECRETARIAL SERVICES**

- Effectively manage and maintain Director's complex and challenging diary for University business
- Prioritise and plan the diary in advance. Flexibility in this regard is essential since the diary often needs to be changed at short notice, continually balance competing priorities.
- Proactively prepare and collate meeting-related papers Provide full secretarial support for all of DUT's Business School meetings, workshops, conferences etc by preparing and/or arranging for meeting venues and appropriate equipment and developing and circulating meeting documentation;
- Develop/prepare agenda for scheduled meetings and presented to the Director prior to meetings
- Send invites to the meeting participants
- Compile and distribute meeting packs for DUT's Business School meetings
- Schedule/plan meetings on behalf of Director
- Preparing meeting documents for Director
- Take accurate messages and communicate to the relevant employees
- Take minutes in meetings, prepare, and distribute upon approval

### **PROVIDE CLERICAL AND ADMINISTRATION SUPPORT TO THE UNIT**

- Assist in updating and maintaining the DUT's Business School web page and DUT's Business School SharePoint site/folder.
- Prepare document packs and various correspondence for the Unit
- Receive; date stamping and redirecting all general correspondence.
- Maintain an efficient Contemporary (e-filing and paper-based as apt) filing.
- Creating and updating the relevant spread sheets in Microsoft Office Package.
- Maintain asset register for DUT's Business School and maintain an inventory of shared asset usage eg data projectors.
- Arranging meetings – agenda, venue, technical equipment and catering.
- Order and replenish stationery.
- Organise service repairs for equipment when required.
- Administer boardroom bookings.
- Administer projects within DUT's Business School.

### **PROVIDE LOGISTICAL SUPPORT TO THE UNIT**

- Organise and plan DUT's Business School events whether these are in office or at off-site venues.
- Make booking for venues, accommodation for sessions, workshops and travel arrangements.
- Process travel and/or overtime claims by DUT's Business School staff members.

### **FINANCIAL ADMINISTRATIVE SUPPORT**

- Manages petty cash within guideline and policies.
- Prepares purchase requisitions and/or submissions for signature.
- Ensures that procurement of goods is in support of the "cost effective" drive and in accordance to University policy and procedure.
- Ensures accurate and proper record keeping / budget tracking of relevant financial transactions.
- Monitoring and processing of invoicing information in accordance with the University's policies.

### **ADMINISTER RECORDS AND DOCUMENTS**

- Ensure smooth, effective and efficient flow of documents between DUT's Business School and other Divisions/Departments/Units.
- Log documents, track responses and make follow up.
- Maintain the confidentiality of documents and information.

### **AD-HOC**

- Undertake other duties of a similar nature as may reasonably be required by his/her line manager

**Contact Person** : Pirya Naidoo/Maud Mthembu  
**Contact Email** : [careers@dut.ac.za](mailto:careers@dut.ac.za)  
**Status of Position** : Permanent  
**Salary** : Market Related  
**Status of Positions** : Permanent

**Applications should include:**

- A fully completed prescribed application form which can be obtained from [www.dut.ac.za](http://www.dut.ac.za) (under the **QUICK LINKS** tab - @careers)
- A detailed curriculum vita (explicitly stating experience or knowledge in the above mentioned fields)
- Covering letter.
- Certified copies of all academic records and certificates
- Current contact information of referees
- No manual applications will be accepted and incomplete applications will be disregarded.
- Please email application to [careers@dut.ac.za](mailto:careers@dut.ac.za) and quote the post reference and post description in the subject line.

**CLOSING DATE: 20 JUNE 2023**

**Please note:**

“The University reserves the right not to appoint” or to re-advertise to widen the pool of applicants

Verification will be conducted on preferred candidates only.

DUT reserves the right to do a complete verification of the information you have provided.

DUT reserves the right to contact your referees or request additional referees.

While DUT strives for equal opportunities, preference will be given in terms of the University’s Equity Plan, with specific consideration for Female candidates.