



Johannesburg Campus

The AAA School of Advertising is recruiting staff to join a vibrant, flexible and fully committed team at its Johannesburg campus. Currently a vacancy exists in the Office of the CEO/Head/Executive Dean of the School.

Executive/Personal Assistant

This is a senior administrative post suitable for a mature adult meeting the following attributes and requirements.

Minimum requirements

- Matric and 5-10 years' relevant experience
- A thorough understanding of academic operations
- Knowledge of relevant education legislations (CHE/DHET/SAQA)
- Excellent written/verbal communication and presentation skills
- Excellent organisational skills
- Be able to work under pressure, pay attention to detail and meet deadlines
- Be willing to work outside normal working hours if needed

Recommended

- Degree/diploma in communications
- Served in a similar capacity in a multi-campus higher education organisation

Start date

1 July 2018 or sooner.

A detailed job description is available on request.

All internal staff members who meet the requirements for the above post, should submit their applications before 11 May 2018.

Kindly submit CVs and any enquiries to Prof Krishna Govender: krishna@aaaschool.ac.za