

**The University of KwaZulu-Natal is committed to Employment Equity.
For this position, applications are invited from Designated Africans.**

COLLEGE OF HEALTH SCIENCES

ADMINISTRATIVE OFFICER (COLLEGE RESEARCH)

(PEROMNES GRADE 10)

**COLLEGE RESEARCH OFFICE
HOWARD COLLEGE CAMPUS**

REF NO.: CHS04/2015

S/he shares responsibility with other staff for all postgraduate student- related administrative matters in the College. The incumbent provides administrative support to the College Research Office.

Minimum Requirements:

- Matriculation/Senior Certificate/Grade 12;
- One year relevant qualification AND
- Three years relevant experience.

This post reports to Dean: College Research. Enquiries regarding this post may be directed to Professor M Chimbari on 031-260 3841 OR email: Chimbari@ukzn.ac.za
The job profile is available from Mr SA Mbona, tel: 031 260 4450 or e-mail: mbonas@ukzn.ac.za You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits.

The closing date for receipt of applications is Tuesday, 21 April 2015.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to Recruitment-chs@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.