

**The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution
Preference will be given to applicants from the designated groups.**

COLLEGE OF HEALTH SCIENCES

2 x ADMINISTRATIVE OFFICER (CLINICAL SUPPORT)

(PEROMNES GRADE 10)

SCHOOL OF CLINICAL MEDICINE

MEDICAL SCHOOL

REF NO.: SCMFT03/19

SIX MONTH FIXED TERM CONTRACT, PENDING OUTCOME OF JHE DISCUSSIONS

The incumbent of this post is responsible for providing administrative support to all stakeholders within the discipline in her/his portfolio. This includes coordinating the administrative functions of a large medical staffing establishment in relation to financial administration, staffing administration, and research administration, administration of academic, undergraduate and postgraduate training programmes. The incumbent is not a research assistant and as such should not be involved in data capturing/field work, etc but can assist / direct the researcher with respect to University policies and procedures. The successful incumbent to this position must have strong organisation skills, be able to frequently use their own initiative, and have good interpersonal and communication skills. The incumbent may also be required to line manage between 1-6 staff members.

Minimum Requirements:

- Matric AND a One-year relevant qualification
- Three years relevant work experience in a similar working environment
- Proven knowledge of discipline/academic administration within a tertiary education environment
- Proven computer literacy in MS Word, Excel at least
- A high level of understanding of spoken and written communication

Advantages:

- Knowledge of the University structures, policies and procedures
- Experience working within the College of Health Sciences
- One year or more supervisory experience of more than 1 subordinate
- International Computers Drivers Licence (ICDL)

The incumbent for this post will report to Mrs D Pillay (Senior Admin Officer: Clinical Support). Enquiries regarding this post may be directed to her on (031) 260-4217.

The job profile is available from Mrs SM Msomi, tel.: (031) 260-8201 or email: msomiS4@ukzn.ac.za
Applicants are encouraged to review the job profile prior to applying.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 18 April 2019.

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 khuzwayoS@ukzn.ac.za

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