

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan. Applications are invited from Designated Africans.

COLLEGE OF HEALTH SCIENCES

**ADMINISTRATIVE ASSISTANT (RE-ADVERTISEMENT)
(1 Year Fixed-term appointment, MORNINGS ONLY, renewable)
DERMATOLOGY
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS**

REF NO.: T/CM04/2020

The Department of Dermatology is involved in a number of research projects, including MMed and PhD projects. The department is seeking a dynamic and experienced individual to fill the position of Administrative Assistant. The ideal candidate should be a self-starter with a high level of initiative and experience in data and general administration.

The successful candidate will be responsible for capturing of data, report writing, preparation and submission of documents to the relevant structures in the University and external to the University, source references and any other related activity under the leadership of Professor A Mosam (University of KwaZulu-Natal).

Minimum Requirements:

- Grade 12
- 1 Year Qualification
- Two years relevant experience AND

Essential Requirements:

- Excellent computer skills with use of office packages
- Good verbal and written communication skills; problem-solving; planning/organisational skills;
- Personal motivation
- Knowledge of research administration
- Interpersonal skills
- Office management:
- Experience in working with a multidisciplinary team

Shortlisted applicants may undergo a skills test.

This post reports to Head of Dermatology. Enquiries regarding this post may be directed to: Professor A Mosam, email: mosama@ukzn.ac.za. The job profile is available from Ms P Jika, tel: 0312604531 or email: jika@ukzn.ac.za. You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remunerative salary is R 6072.00 per month. In addition, an annual service bonus is payable. The closing date for receipt of applications is 29 April 2020
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 jika@ukzn.ac.za.

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