

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.

COLLEGE OF HEALTH SCIENCES

**INTERNSHIP PROGRAMME (2 YEAR PROGRAMME)
(1 POST)**

**COLLEGE OFFICE, SCHOOLS OF CLINICAL MEDICINE, HEALTH SCIENCES, LABORATORY
MEDICINE AND MEDICAL SCIENCES AND NURSING AND PUBLIC HEALTH
HOWARD COLLEGE/MEDICAL SCHOOL/WESTVILLE CAMPUS
REFERENCE NUMBER: CHS01/2021**

The College of Health Sciences has established an internship programme and is seeking to enroll graduates from disciplines specified below. The successful candidate will be required to acquire and demonstrate competency in two or more of the specialized discipline administration activities, including: basic (general) human resources, **OR** finance **OR** academic services administration, **OR** student administration (school level), **OR** committee administration and implementation processes, through participation in daily divisional administrative processes. The intern will rotate through at least two of the mentioned administrative disciplines per annum as determined by the DPS after consultation with the relevant Managers and taking the work needs into consideration. The intern will spend about 5-10% of his/her time in Front Desk Administration. General Administration tasks will form part of the Intern's function and should not take up more than 10% of his/her time.

MINIMUM REQUIREMENTS:

- Matriculation / Grade 12 / Senior Certificate;
- A relevant bachelor's degree (accounting, finance, human resources, public administration, business administration, e.t.c) AND
- South African under the age of 35 years old.

This post reports to the Relevant Manager or DPS. Enquiries regarding this post may be directed to Ms N Masuku, e-mail: masukun1@ukzn.ac.za. The job profile is available from Miss NA Masuku, e-mail: masukun1@ukzn.ac.za

A stipend of R6000,00 is payable monthly.

The closing date for receipt of applications is 16 April 2021.

The University reserves the right not to make any appointment. Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. To apply, kindly click on the link below:

https://www.pnet.co.za/offers/offer_detail.cfm?id=3252633&click=no&rs=1&previewid=FCCF0E5F1FA9BC8F5C7C31A5671392EE

Kindly ensure that you attach a filled application form. Advert Reference Number MUST be clearly stated in the subject line.