

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.

RESEARCH DIVISION

**SENIOR ADMINISTRATIVE OFFICER
(PEROMNES GRADE 9)
RESEARCH OFFICE (PUBLICATIONS CLUSTER)
WESTVILLE CAMPUS**

REF NO. RO 01/2021

The incumbent is required to compile, verify and submit the annual claim for research output for subsidy purposes to the Department of Higher Education and Training. S/he will capture and collate large sets of data, maintain the database of research output data, suggest enhancements or changes to the software interact with management and the research community, and communicate decisions of the Department of Higher Education and Training.

Minimum Requirements:

- Relevant tertiary qualification (bachelor's degree) and two (2) years' relevant experience in research administration (publications)
- OR
- Relevant Honours degree and one (1) year of relevant experience in research administration (publications)
- Experience maintaining and generating statistics and management information reports in terms of research management systems
- Knowledgeable about publications' count and the submission of research outputs to the Department of Higher Education and Training
- Evidence of working with a variety of computer software packages – ITS, MS Word, Excel, Access, Outlook, etc.
- Ability to identify, scrutinise and validate different categories of research outputs

Short-listed candidates may be required to undertake a skills test.

Enquiries and details regarding this post may be directed to Mr Wilondja Muzumbukilwa, 031 2608659 or e-mail: Muzumbukilwaw@ukzn.ac.za.

Appointment to this post will be on the January 2018 Conditions of Service. The total remuneration package offered includes benefits. The closing date for receipt of applications is 14 April 2021. Applicants are required to complete the relevant application form, which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Recruitment-nm@ukzn.ac.za.

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