

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 (ETHICS CLUSTER)
WESTVILLE CAMPUS**

REF NO. RO 02/2021

The purpose of the job is to manage, maintain and continually improve the administrative systems for pre- and post-approval monitoring of Humanities and Social Sciences Ethics applications; to provide secretarial and administrative support to the Humanities and Social Sciences Research Ethics Committee (HSSREC) and its Chairperson; undertake daily supervision of HSREC office and staff; pre- and post-approval monitoring of ethics applications; to liaise with researchers (staff and postgraduate students) and external partners; undertake daily supervision of Humanities and Social Sciences Ethics staff and to attend to other special tasks as necessary to support functions of the Humanities and Social Sciences Research Ethics Office.

Minimum Requirements:

- Bachelor's degree
- 2 (two) years' relevant work experience in research ethics review administration and process, or 1 (one) years' experience if in possession of an Honours degree
- Experience and knowledge about research ethics processes and the role of Research Ethics Committees in ethics review
- Knowledge and understanding of laws, policies, rules and regulations applicable to social science research ethics
- Proven experience in the use of research ethics review database and computer software such as word processing (MS WORD) and spreadsheets (MS EXCEL)
- Proven experience in maintaining complex, well organized electronic and paper documents, minutes, correspondences, files and archives

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.