

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
ADMINISTRATIVE OFFICER (CLINICAL SUPPORT)
(PEROMNES GRADE 10)
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL
REF NO.: T/CM04/2021

FIXED TERM CONTRACT (from date of appointment till 31 March 2022)

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.

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 and 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)

Please note the following:

1. Please quote the advert reference number in the subject heading of all emails
2. This post reports to the Senior Admin Officer: Clinical Support, Mrs D Pillay. Enquiries regarding this post may be directed to her via pillayd@ukzn.ac.za
3. Applicants are strongly encouraged to review the job profile prior to applying - this is available from scmrecruit@ukzn.ac.za
4. Shortlisted candidates may be required to undergo a skill test
5. The remuneration will be in accordance with the University rates of pay for fixed term appointments.

TO APPLY:

- Please complete the **form** available on the following website called **Application Form – Support** <http://vacancies.ukzn.ac.za/Home.aspx>
- **Email** completed form to scmrecruit@ukzn.ac.za with the **Advert Reference Number** clearly stated in the **subject line**
- The closing date for receipt of applications is 12 April 2021. The University reserves the right not to make an appointment.