

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

ASSISTANT ADMINISTRATIVE OFFICER

(PEROMNES GRADE 11)

WESTVILLE CAMPUS

REF NO. RO 10/2023

The purpose of the job is to provide support to the Awards Cluster that is responsible for administering, coordinating, and communicating all statutory grants including the National Research Foundation, the Department of Science and Innovation, and others such as the Medical Research Council (MRC) and the Human Sciences Research Council (HSRC). The AAO will be responsible for assisting with the screening of applications, processing contracts, and liaising with the funders and researchers as needed. The AAO is also responsible to deal with queries and assisting in facilitating information workshops/ institutional visits as and when required by statutory funders.

Minimum requirements:

- Senior Certificate and a 1-year relevant diploma/ qualification
- 2 (two) years of relevant work experience, of which one year should be in a Research Office
- Knowledgeable about research processes and the role of the Awards Cluster in processing statutory grants
- Knowledgeable about the rules, regulations, and conditions pertaining to various types of statutory grants
- Proven experience in minute taking and the use of computer software such as word processing (MS Word) and spreadsheets (MS Excel)

Appointment to this position will be on the January 2018 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 03 May 2023. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.