

***The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representativity within the Institution
Preference will be given to applicants from the African designated groups.***

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING & PUBLIC HEALTH

**CENTRE FOR RURAL HEALTH
ADMINISTRATIVE ASSISTANT FOR RESEARCH PROJECTS
(ONE YEAR FIXED TERM APPOINTMENT)**

HOWARD COLLEGE CAMPUS

The Centre for Rural Health (CRH) seeks to appoint an Administrative Assistant. The main purpose of this post is to provide administrative support for project implementation of the KwaZulu-Natal Initiative for Newborn Care (KINC) and Kwazulu-Natal Initiative for Breastfeeding Support (KIBS) projects in partnership with the KZN Department of Health and other projects as required.

Minimum Requirements:

- Grade 12
- At least one year's experience undertaking quality control for research studies
- At least one year's experience in providing logistical and administrative support to field staff situated in remote research sites.
- At least one year's experience in arranging logistics for stakeholder meetings/workshops/training courses.
- Understanding of Department of Health departmental functioning
- Ability to capture research data using Epi Info or Access data base
- Computer literacy in the use of MS Office Suite
- Experience of handling cash advances and petty cash

Advantages

- Communication skills – an ability to communicate with all levels of health workers in the health system as well as university, communicating in writing as well as telephonically
- Ability to work independently.
- At least one year's experience working in a university setting

This post reports to the PI on the project. Enquiries regarding this post may be directed to Mr Glen Naidoo. The job profile is available from Mr Glen Naidoo, Tel Number: 031 260 1569 or e-mail: crh@ukzn.ac.za.

The closing date for receipt of applications is 28 August 2015.

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 Mr Glen Naidoo, E-mail address crh@ukzn.ac.za. Please quote "ADMINISTRATIVE ASSISTANT FOR RESEARCH PROJECTS" as a reference in your subject line.

