

The University of KwaZulu-Natal is committed to Employment Equity.

COLLEGE OF HEALTH SCIENCES

**SENIOR ADMIN OFFICER: FINANCE/HR
(PEROMNES GRADE 9)
SCHOOL OF CLINICAL MEDICINE
NRMSM CAMPUS**

REF NO.: CM07/2015.

This incumbent forms part of the School Leadership team who are responsible for the overall running of the School of Clinical Medicine. This incumbent will be required to *inter alia* ensure the provision of a professional service relating to Finance/HR and General Administration within the School of Clinical Medicine. The incumbent must have good interpersonal skills, the ability to work independently in a pressured environment without constant supervision, the ability to retain strict confidentiality and discretion at all times, be focused on attention to detail and have excellent time management skills.

Minimum Requirements:

- Grade 12/Senior Certificate/Matriculation;
- Three-year relevant financial qualification;
- Three years' relevant experience in a similar working environment.

Essential Requirements:

- Evidence of high level of competency in word processing (i.e. MS Word);
- Evidence of advanced level of competency in spreadsheets (MS Excel) and
- Evidence of sound knowledge of bookkeeping and financial practices.

Advantages:

- Evidence of experience in working at an educational institution;
- Evidence of supervisory experience of permanent staff, including Performance Management
- Evidence of report writing skills.

This post reports to Mrs AS Botha (Manager: School Operations. Enquiries regarding this post may be directed to Mrs Botha on (031) 260-4209 or email: bothaa2@ukzn.ac.za Applicants are encouraged to review the job profile prior to applying - this is available from Mr S Mbona (Senior HR consultant), tel: (031) 260-4450 or e-mail: mbonas@ukzn.ac.za You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits.

The closing date for receipt of applications is Monday, 31 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 may be sent to Recruitment-chs@ukzn.ac.za

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