

**The University of KwaZulu-Natal is committed to Employment Equity.
For this post, applications are invited from Designated Africans.**

COLLEGE OF HEALTH SCIENCES

**RESEARCH ASSISTANT
(3 MONTHS Fixed-term appointment, FULL DAY, renewable)
Womens Health and HIV
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS**

REF NO.: T/CM05/2020

The Department of Women's Health and HIV is involved in a number of research projects, including MMed Science and PhD projects. The department is seeking a dynamic and experienced individual to fill the position of Research Assistant. The ideal candidate should be a self-starter with a high level of initiative and experience in data and general administration.

The successful candidate will be responsible for capturing of data, report writing, preparation and submission of documents to the relevant structures in the University and external to the University, source references and any other related activity under the leadership of Professor J Moodley (University of KwaZulu-Natal). S/he will be required to engage with the lead investigator, her team and other investigators. S/he may be required to perform additional roles as determined by the Principal Investigator.

Minimum Requirements:

- PhD
- Published at least 5 publications in DOHET journals
- Ability to understand Medical Terminology AND

Essential Requirements:

- Excellent computer skills with use of office packages including Microsoft excel for capturing of data and use of end note library
- Good verbal and written communication skills; problem-solving; planning/organisational skills;
- Personal motivation;
- Strong knowledge of research administration including the following aspects:
- Quality assurance
- Knowledge of UKZN policies and processes;
- Interpersonal skills
- Office management: advanced computer skills
- Experience in working with a multidisciplinary team

Shortlisted applicants may undergo a skills test.

This post reports to Principal Investigator/Co-Principal Investigator. Enquiries regarding this post may be directed to: Professor J Moodley, email: jmog@ukzn.ac.za . The job profile is available from Prof J Moodley, tel: 0312604675 or email: jmog@ukzn.ac.za. You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The remuneration package offered will be dependent on the qualifications and/or experience of the successful applicant. In addition, an annual service bonus is payable. The closing date for receipt of applications is 14 August 2020.

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 jmog@ukzn.ac.za Advert Reference Number MUST be clearly stated in the subject line.