

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.

FIXED TERM CONTRACT TO END DECEMBER 2023

UNIVERSITY CAPACITY DEVELOPMENT PROGRAM

**PROJECT MANAGER
UNIVERSITY CAPACITY DEVELOPMENT PROGRAMME
(PEROMNES GRADE 7)
WESTVILLE CAMPUS**

REF NO.: RO 09/2021

The Project Manager: University Capacity Development Programme (UCDP) is responsible for the project and financial management of the UCDP grant. The incumbent will provide financial and overall project management (including monitoring and evaluation) for the programme. Key responsibility areas include: monthly and annual reporting; financial management and budget control of payments to ensure adherence against prevailing University of KwaZulu-Natal (UKZN) and Department of Higher Education (DHET) policies, guidelines and procedures; ensure milestones and deadlines are met in relation to specific UCDP activities; stakeholder relations, coordination and management; and ensuring best practice and good financial governance. This position is central to the effective implementation of the UCDP.

Minimum Requirements:

- Matric and a 3-year Bachelor's degree preferably in accounting, financial accounting or auditing.
- A minimum of Five (5) years' relevant experience of which two (2) should have been management experience.
- Financial management experience in a higher education environment.
- Experience preparing donor financial statements and budgets.
- Proficiency in Microsoft Office including Word; Excel, Project and Access as well as email.
- Interpretation and application of donor funding requirements.
- Project management (including monitoring and evaluation) experience in a higher education environment.

Personal attributes required:

- Strong communication and organisational skills.
- Ability to establish and maintain effective working relations with various professional consultants and stakeholders.
- Ability to gather, interpret and process data into a computer database.
- Ability to set deadlines and work independently to complete projects in a timely and accurate manner.

- Analytical skills.

The total remuneration package offered includes benefits. Appointment is on a contract basis from appointment until 31 December 2023. The closing date for receipt of applications is 03 September 2021. 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 recruitment-nm@ukzn.ac.za

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