

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

**COLLEGE OF HEALTH SCIENCES**

**PROJECT MANAGER (THREE MONTH CONTRACT RENEWABLE DEPENDING ON  
FUNDING  
DISCIPLINE OF OCCUPATIONAL AND ENVIRONMENTAL HEALTH  
SCHOOL OF NURSING AND PUBLIC HEALTH  
COLLEGE OF HEALTH SCIENCES**

**REFERENCE NO: T/NPH01/2015**

The vision of the Department is to promote community and worker health in South and Southern Africa through excellence in scientific research, education and training in occupational and environmental health, attaining international acclaim, while working in partnership with government, the private sector, trade unions, community and non-governmental organizations and other institutions

**Minimum Requirements:**

- A post graduate degree or diploma in Occupational or Environmental Health or other related field
- At least 3 years working experience in the labour movement
- At least 3 years' experience in worker education and training
- Facilitation and presentation skills
- Experience in developing training materials
- Experience in project management, report writing and proposal writing skills
- Computer literate in word processing ,presentation and spread sheet software
- A driver's license (Code 08)

**ADVANTAGES**

- Knowledge about the labour movements and must be familiar with a broad network of Organisations across trade unions and civil society.
- Own transport
- Enthusiasm for attaining additional academic training (Master's or Doctoral studies).

**DUTIES**

- Collate and consolidate existing training materials
- Update existing materials where necessary and develop new programmes and materials
- Ensure trade unions interest and commitment in programmes and activities
- Ensure that the project outcomes and objectives are fulfilled
- Report writing to funders and stakeholders

- Proposal development and grant management
- Communicate regularly with an array of trade Unions , NGO,s and other Institutions
- Work fully with the team in the Department
- Develop evaluation methodology for worker education and training
- Conduct Research into worker education in Health and Safety
- Fulfil other ad-hoc tasks as required and necessary by the Department

The post will report to the Academic Leader). Enquiries regarding this post may be directed to Professor Rajen Naidoo- on 031-260 4471 email [naidoon@ukzn.ac.za](mailto:naidoon@ukzn.ac.za)

**The complete package will be dependent on the individual's experience and qualification**

**The closing date for receipt of applications is 11 January 2016 .The University, however, reserves the right to accept late applications or to extend the above date in order to facilitate further searches.**

**Applicants are required to submit detailed Curriculum Vitae, a copy of Research Report previously conducted by the applicant together with the name, telephone no. and fax, or preferably, email address of three referees to ngemas1@ukzn.ac.za**

**Advert reference number must be clearly stated in the subject line.**