

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.

### COLLEGE OF HEALTH SCIENCES

**ADMINISTRATIVE OFFICER  
(1 year fixed term contract)  
PEROMNES GRADE 10**

**HIV PATHOGENESIS PROGRAMME (HPP)  
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES**

**NELSON R MANDELA SCHOOL OF MEDICINE**

**CLOSING DATE: Sunday, 23 December 2018**

**Ref: HPP/Admin/Dec2018**

The HIV Pathogenesis Programme (HPP) has an **Administrative Officer** position available. The incumbent will be required to be highly motivated, meticulous and hard-working and be able to work independently. The incumbent will report to the Finance Manager.

#### **MINIMUM REQUIREMENTS**

- Grade 12 and a 1-year relevant qualification
- Minimum two years relevant administrative experience
- Minimum two years financial experience
- Computer literacy with excellent knowledge of Microsoft Office, and proficiency in Microsoft Office Excel in particular

#### **ESSENTIAL REQUIREMENTS**

- Excellent organisational and interpersonal skills
- Excellent verbal and written communication skills
- Well-developed problem solving skills
- Self-directed, highly-motivated, ability to multi task and work under pressure

#### **ADVANTAGE**

- Knowledge of an accounting package
- Stock management experience
- Experience working in a research environment
- Knowledge of UKZN systems, e.g. I-enabler

#### **RESPONSIBILITIES**

- Procurement / orders, and follow up of orders
- Stock management
- General administrative duties

The closing date for receipt of applications is **Sunday, 23 December 2018**. The University, however, reserves the right in special circumstances to accept late applications or to extend the above date in order to facilitate further searches. The selection process will commence in January 2019 and will continue until suitable candidates are appointed or a decision is taken not to fill the posts.

Applicants are required to complete the relevant [application form](#) which is available on the [UKZN vacancies webpage](#). Completed forms (preferably typed) must be emailed to Mrs. Tarryn Tomlinson at [leslie@ukzn.ac.za](mailto:leslie@ukzn.ac.za). **CVs will NOT be accepted or considered.** Please quote the advert reference number in your subject line.

#### **Terms of appointment and Selection Process**

The post will commence in January / February 2019 and will be offered on a one-year, fixed term contract. The terms and conditions governing this appointment will be in compliance with those of the University of KwaZulu-Natal. The position is potentially renewable, depending on availability of funds. The monthly cost of employment for this position will be R14,000 – R16,000, dependent on the experience of the successful candidate.

Candidates will be required to undertake a skills and competency test.