

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

**MLCCP ONCOLOGY UNIT CLERK
(GRADE 12)
2 YEAR FIXED TERM CONTRACT
SCHOOL OF NURSING & PUBLIC HEALTH
DISCIPLINE OF PUBLIC HEALTH**

REFERENCE NUMBER: NPH10/2019

The Discipline of Public Health Medicine (Cancer Research Project) is seeking a dynamic and experienced individual to fill the position of MLCCP Oncology Unit Clerk for the Multinational Lung Cancer Control Program in Sub-Saharan Africa (MLCCP) project (KZN-South Africa Site). The ideal candidate will be expected to maintain the accuracy and security of confidential patient's health records, including the management of paperwork, such as patient history forms, admission and discharge documents. The MLCCP Oncology Unit Clerk will also perform supportive administrative duties that include reception duties, ordering of supplies, answering of telephones, scheduling of patients' appointments. The position will report to the Professional Nurse. The candidate will primarily be based at the Addington Hospital, Durban.

MINIMUM REQUIREMENTS:

- Matric certificate plus one year relevant qualification
- Two years of working as a Clerk in a health care or related facility
- Competent in Microsoft Office, including Microsoft Word and Excel
- Ability to capture data
- Basic Understanding of Customer service
- Knowledge of file storage and retrieval

The post reports to the Professional Nurse. Enquiries may be addressed to Dr K Hlongwana at hlongwanak@ukzn.ac.za. Tel: 031 260-4471.

The closing date for receipt of applications is 27 December 2019. The University however, reserves the right in special circumstances to accept late applications or to extend the above date to facilitate further searches.

Applicants are required to complete the relevant application form (support) which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may sent to recruitment-chs@ukzn.ac.za

Please state the JOB TITLE in the subject line