

The University of KwaZulu-Natal 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 Equity Plan.

COLLEGE OF HEALTH SCIENCES

**ASSISTANT ADMINISTRATOR
(ONE YEAR FIXED TERM APPOINTMENT)
SCHOOL OF NURSING & PUBLIC HEALTH
CENTRE FOR RURAL HEALTH
HOWARD COLLEGE CAMPUS**

REF. NO.: CRH 1/2021

The Centre for Rural Health (CRH) seeks to appoint an assistant administrator to assist with the daily financial operations for the projects administered at the Centre.

Minimum Requirements:

- Matric
- Two year's experience in an administrative role in a higher education institution
- Two year's experience in providing logistical and administrative support for research projects including meetings/workshops and training
- Computer literacy in the use of MS Office Suite, Excel and Word

Advantages:

- A valid driver's licence

This post reports to the Centre for Rural Health Finance and Operations Manager. The job profile is available from Mrs Bavashni Govender, Tel Number: 031 260 4500 or e-mail: crh@ukzn.ac.za.

The closing date for receipt of applications is 19th January 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

Mrs B Govender, E-mail address crh@ukzn.ac.za. Please quote "CRH ASSISTANT ADMINISTRATOR" as a reference in your subject line.