

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

**FIXED TERM CONTRACT - 5 YEARS**

**RESEARCH DIVISION**

**DEPARTMENT OF SCIENCE AND INNOVATION –NATIONAL RESEARCH FOUNDATION CENTRE  
IN INDIGENOUS KNOWLEDGE SYSTEMS (CIKS)**

**SENIOR ADMINISTRATIVE OFFICER (FINANCE)  
(PEROMNES GRADE 9)  
WESTVILLE CAMPUS**

**REF NO: RO 10/2021**

The successful incumbent will provide full financial administrative and management support to all research projects handled by the CIKS in accordance with the financial procedures of NRF Centres of Excellence (CoEs) and in accordance with UKZN financial policies and procedures including the specific reporting requirements of funders. The incumbent will also be expected to monitor/coordinate financial transactions related to the hub (UKZN) with its partner institutions within and outside South Africa.

**Minimum requirements:**

- 3 years relevant Diploma;
- Minimum of 3 years' experience in a variety of bookkeeping, administrative and financial management functions.
- Understanding of accounting concepts and principles
- Advanced computer literacy in spreadsheet, word-processing and HTML
- Knowledge of tax implications of Research activities

**The total remuneration package offered includes benefits. The closing date for receipt of applications is 24 December 2021. Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms must be sent to [recruitment-nm@ukzn.ac.za](mailto:recruitment-nm@ukzn.ac.za)**

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