**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 SCIENCE**

**SENIOR ADMINISTRATIVE AND FINANCE OFFICER**

**(ONE YEAR FIXED TERM)**

**SCHOOL OF NURSING & PUBLIC HEALTH DISCIPLINE OF PUBLIC HEALTH MEDICINE REFERENCE NUMBER: T/NPH06/2022**

The Discipline of Public Health Medicine (Female Genital Schistosomiasis and Cervical Cancer Project) is seeking a dynamic and experienced individual to fill the position of **Senior Administrative and Finance Officer** for the Dual screening by Spectral Artificial Visual Examination (SAVE) for Female Genital Schistosomiasis (FGS) and Cervical Cancer (referred to as DUAL-SAVE-FGS) study. The ideal candidate should be a self-starter with a high level of initiative and experience in providing administrative and finance support to a diverse team. The candidate will primarily be based at the Howard College Campus, Durban.

MINIMUM REQUIREMENTS:

* Grade 12 and three-year qualification in a relevant discipline, such as administration and finance or management and finance.
* At least 5 years relevant experience in a similar environment.
* Experience in income and expenditure control.
* Previous experience in processing quotations.
* High level of computer literacy with proficiency specifically in MS Office package.
* Attention to detail.
* Planning and organising.
* Good interpersonal skills.
* Ability to work independently and under pressure without constant supervision
* Ability to retain strict confidentiality and discretion at all times.

**ADVANTAGES**

* Experience in working within a multidisciplinary team.
* Experience in working within multinational projects.
* Familiarity with UKZN financial and procurement systems.

**The post reports to Research Coordinator. Enquiries may be addressed to** Naidoos71@ukzn.ac.za**. Tel: 031 260-4008.** The request for a job profile may sent to Mr TS Mpembe at [mpembet@ukzn.ac.za](mailto:mpembet@ukzn.ac.za) tel 0312607886

**The closing date for receipt of applications is 30 December 2022. 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**](http://www.ukzn.ac.za/)**. Completed forms may sent to** [**recruitment-chs@ukzn.ac.za**](mailto:recruitment-chs@ukzn.ac.za)

**Please state the JOB TITLE in the subject line**