

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

PROJECT ADMINISTRATOR

ONE YEAR FIXED TERM CONTRACT

Paediatrics & Child Health

SCHOOL OF CLINICAL MEDICINE

NELSON R MANDELA SCHOOL OF CLINICAL MEDICINE

REF NO: T/CM18/2023

Preamble

The Global Asthma Network (GAN) was established in 2012 to improve asthma care globally, with a focus on low- and middle-income countries, through enhanced surveillance, research collaboration, capacity building and access to quality-assured essential medicines. The Global Asthma Network strives for a world where no-one suffers from asthma. It is the asthma surveillance hub for the world, researches ways of reducing the burden of asthma, promotes access to appropriate asthma management, stimulates and encourages capacity building in low and middle income countries, strives to ensure global access to quality-assured essential medications, and raises the profile of asthma as a major NCD.

To this effect, GAN is looking to hire a Project Administrator based at the University of KwaZulu-Natal to provide overall administrative support.

Minimum Requirements:

- Matric and Bachelors' Degree;
- One-year relevant experience;
- Computer literacy in Microsoft (word, excel, powerpoint), Dropbox/One Drive, Zoom/Teams;
- Experience in working in research environments;
- Good communication skills in English;
- Sound report writing skills;
- Experience with financial reporting or university finance systems; AND
- Willingness to travel.

This post reports to the Head of Department at Paediatrics & Child Health, Professor R Masekela. Enquiries regarding this post may be directed to Nqobile Ndimande on Email: ndimanden2@ukzn.ac.za or Tel: 031-2604489 - prefer email communication.

The closing date for receipt of applications is 13 December 2023. The University reserves the right not to make any appointment.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be e-mailed to: ndimanden2@ukzn.ac.za

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