

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.

RESEARCH DIVISION
SENIOR ADMINISTRATIVE OFFICER
(PEROMNES GRADE 9)
WESTVILLE

REF NO.: RO08/2015

The incumbent is required to compile, verify and submit the annual claim for research output for subsidy purposes to the Department of Higher Education and Training. S/he will capture and collate large sets of data, maintain the database of research output data, suggest enhancements or changes to the software, interact with management and the research community, and communicate decisions of the Department of Higher Education and Training.

Minimum Requirements:

- Relevant tertiary qualification (bachelor's degree) and two (2) years' relevant experience in research administration;
- OR
- Relevant Honours degree and one (1) year of relevant experience in research administration;
- Experience maintaining and generating statistics and management information reports in terms of Research Management Systems;
- Knowledgeable about publications count and the submission of research output to the Department of Higher Education and Training;
- Evidence of working with a variety of computer software packages – ITS, MS Word, Excel, Access, Outlook.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 3 March 2015.

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 sent to Recruitment-jm@ukzn.ac.za.

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