

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

COLLEGE OF HEALTH SCIENCES

**MANAGER: FINANCE & OPERATIONS
(PEROMNES GRADE 7)
CENTRE FOR RURAL HEALTH
SCHOOL OF NURSING & PUBLIC HEALTH
HOWARD COLLEGE CAMPUS**

ONE YEAR FIXED TERM APPOINTMENT

The appointee to this position is required to provide leadership, management and oversight in all matters relating to the financial and operations of the Centre. S/he is expected to liaise with the Dean & Head of School, the Manager: School Operations and the wider UKZN community in, conjunction with the Director, with regards to HR matters, Finances and general administration.

Minimum Requirements:

- B Comm
- 7 years general relevant experience which must include:
 - Five years' experience in financial management including financial reporting on foreign funded projects in a donor funded environment
 - Experience in grant management of National Institutes for Health (NIH) and Centres for Disease Control and Prevention (CDC) funds as well as other international funders
 - Experience in donor funder audits
 - Experience in HR management (including development of staff and development of succession planning strategies), budgeting and financial administration
- Proficiency in Microsoft package
- Compilation of fraud risk register for projects
- Preparing management reports for researchers and compilation of provisional reports

Advantages:

- Relevant experience at a senior level in a tertiary institution
- Knowledge of and experience in an accounting software, preferably PASTEL
- Project management experience

This post reports to the Director: Centre for Rural Health. Enquiries or requests for the job profile may be directed to 031-260 1569 or e-mail: crh@ukzn.ac.za. You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 23 February 2017. 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 must be accompanied by a curriculum vitae formatted to include each minimum requirement as stated in the advertisement, together with supporting documents where applicable, and a covering letter and must be sent to E-mail address crh@ukzn.ac.za. Please quote "FINANCE AND OPERATIONS MANAGER" as a reference in your subject line. Only short-listed candidates will be contacted.