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

**COLLEGE OF HUMANITIES**

**SCHOOL OF APPLIED HUMAN SCIENCES**

 **PSYCHOLOGY**

**HIV AIDS VACCINES ETHICS GROUP (HAVEG)**

**PEROMNES GRADE 09**

**PROJECT ADMINISTRATOR**

**FIXED TERM CONTRACT: 23 MONTHS (RENEWABLE)**

**PIETERMARITZBURG CAMPUS**

**REFERENCE NUMBER: HAVEG 01/2017**

The HIV AIDS Vaccines Ethics Group (HAVEG) [http://www.saavi.org.za/haveg.htm](file:///C%3A%5CUsers%5Cuser%5CDocuments%5C1%20Catherine%5C1%20Admin%20HAVEG%5C3%202016%20JT%20decrease%2C%20NS%2C%20DOL%5CAppData%5CLocal%5CMicrosoft%5CLocal%20Settings%5CTemp%5CXPgrpwise%5CLocal%20Settings%5CTemp%5CUsers%5CAnn%5CLocal%20Settings%5CTemp%5CXPgrpwise%5CHIV-AIDS%20Vaccine%20Ethics%20Group%20%28HAVEG%29%2C%20University%20of%20Natal_files) is based at the School of Applied Human Sciences, College of Humanities, University of KwaZulu-Natal, Pietermaritzburg. It undertakes empirical and conceptual research, and resource-development, regarding ethical-legal complexities in human trials of HIV preventive vaccines in South Africa.

We are searching for a motivated person to provide high-level support for financial, human resource, contractual, events-management and general administrative components for HAVEG projects and staff.

**MINIMUM REQUIREMENTS:**

* Grade 12(Matric qualification);
* One (1) year relevant post matric qualification;
* Three (3) years’ experience in a tertiary environment;
* Sound knowledge of book-keeping, financial practice, management of cost-centres, budgets, and financial reporting. High level of competency in EXCEL;
* Knowledge of events-coordination.
* Knowledge of online travel bookings, procurement and personnel appointments;
* High level of competency in MS word and excellent written communication skills;
* A valid driver's license and willingness to travel.

**The successful incumbent will be appointed on a FIXED TERM basis, subject to the availability of funds.**

**The closing date for receipt of applications is 28 February 2017**

**Enquiries and details regarding this post may be directed to Nivedhna Singh, e-mail:** singhn7@ukzn.ac.za

**Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)

**Completed forms may be sent to** **Recruitment-humanities@ukzn.ac.za**

**Please state the advert reference number in your subject line.**