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 out Employment Equity Plan.

<u>**COLLEGE OF HEALTH SCIENCES**</u>

GRANTS COORDINATOR

COLLEGE OFFICE (RESEARCH)
(PEROMNES GRADE 8)

REF NO.: CHS06/2020

The incumbent of this post is responsible for developing and maintaining systematic procedures for alerting staff about research opportunities in a customized way that ensures that messages are sent to a particular staff specific interests. To provide technical and administrative support including proposals to external funding agencies. To co-facilitate in proposal development workshops for both staff and postgraduate students with the Dean of Research

Minimum Requirements:
- A relevant Masters' Degree
- Three years' experience in a Research Environment

Essential Requirements:
- Extensive knowledge of University Operations, use and application of electronic data bases , copyright, copyright laws, use of spread sheets
- Highly proficient computer skills and literacy
- Extensive knowledge of International and National funding agencies. Proven experience on online Grants submissions.

The post will report to Professor AA Chuturgoon. Enquiries regarding this post may be directed to Anil Chuturgoon at 031260 4404. Applicants are encouraged to review the job profile prior to applying - this is available from Mrs Sbongile Msomi (Senior HR consultant) at e-mail: msomis4@ukzn.ac.za

You are invited to visit the College website at http://chs.ukzn.ac.za/Homepage.aspx

Appointment to this post will be on the 2018 Conditions of Service. The total remuneration package offered includes benefits.

The closing date for receipt of applications is **28 February 2020**. The University reserves the right not to make an appointment.

To apply **please complete the relevant application form (support form)** **which is available on the vacancies website** **at** **www.ukzn.ac.za** **and email to** **recruitment-chs@ukzn.ac.z.a** **with the Advert Reference Number** **clearly stated in the** **subject line**.