

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

**ADMINISTRATIVE OFFICER (RESEARCH)
(12 MONTH FIXED-TERM APPOINTMENT)
COLLEGE: RESEARCH OFFICE
(HOWARD COLLEGE CAMPUS)**

REFERENCE NUMBER: T/CHS05/2021

The Office of the College Dean of Research seeks to appoint an individual to provide professional administrative services to the College. The successful incumbent will be required to render an effective and efficient administrative service on matters of Research and Postgraduate endeavours in order to help enhance the research profile and productivity in the College. S/he shares responsibility with other staff for all postgraduate student- related administrative matters in the College. The incumbent provides administrative support to the College Research Office.

Minimum Requirements

- Matric plus one-year relevant qualification;
- Three (3) years administrative work experience in a Higher Education Institution AND
- Appropriate business computer literacy skills and knowledge.

Essential Requirements

- Relevant experience in the administration of research related projects and activities in a Higher Education Institution AND
- Experience in the use of SMS or equivalent student mark management system.

Shortlisted candidates may be required to undergo a skills test.

The total remunerative salary is R206 354 per annum. In addition, an annual service bonus is payable.

The closing date for receipt of applications is **Tuesday, 02 March 2021**

Applicants are encouraged to review the job profile prior to applying – this is available from Mrs Lynette Hall (HR Consultant), tel.: 031 260-8201 or email: hall@ukzn.ac.za

Applicants are required to complete the relevant application form (support) which is available on the Vacancies page of the University's website at www.ukzn.ac.za.

Completed forms must be sent via e-mail to (recruitment-chs@ukzn.ac.za)

The advert Reference Number must be clearly stated in the subject line