

**The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF HUMANITIES**

**SCHOOL OF BUILT ENVIRONMENT AND DEVELOPMENT STUDIES**

**PROJECT MANAGER (GRADE 8)**

**USINGA PROJECT**

**HOWARD COLLEGE CAMPUS**

**REFERENCE NUMBER: BEDS01/2023**

The School of Built Environment and Development Studies seeks to employ a project manager to perform overall day-to-day management of the data collection and processing of the highest quality standards for the Umlazi Surveillance Initiative to Nurture Grassroots Action (USINGA) using innovative, efficient, and cost-effective systems that are anchored on robust quality assurance and quality control practices. USINGA is a health and demographic surveillance node of the South African Population Research Infrastructure Network (SAPRIN).

The successful candidate will be responsible for oversight of the USINGA node operations; quality assurance and quality control systems; oversee and manage administrative services; and mentor, train and manage the performance of node data collection and data processing staff.

**MINIMUM REQUIREMENTS:**

- A Master's degree in demography and population science, health-related field, geography, or social science
- Valid Drivers' Licence
- At least 5 years of experience coordinating data collection and processing in an HDSS
- Knowledge and experience designing and managing data collection systems
- Knowledge of research ethics and other research regulatory requirements
- Knowledge and experience in implementing quality assurance systems
- Experience managing large data collection teams
- Experience in staff development and performance management
- Experience developing and managing scheduling complex time-driven activities
- Experience in budget control
- Experience with concepts, data forms, electronic data collection platforms and applications used in USINGA

**Enquiries and details regarding this post may be directed to Ms. Spindile Mvuyana, email address: [Mvuyanas@ukzn.ac.za](mailto:Mvuyanas@ukzn.ac.za)**

**The remuneration package offered includes benefits.**

**Appointment to this post will be based on 2018 Conditions of Service.**

Applicants are required to complete the relevant application form which is available at:

<http://vacancies.ukzn.ac.za/Home.aspx>

Completed forms may be sent to [Recruitment-humanities@ukzn.ac.za](mailto:Recruitment-humanities@ukzn.ac.za)

Please state the advert reference number in your subject line.

The closing date for receipt of applications is 03 March 2023

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process*