**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 (EXTERNALLY FUNDED) (1 YEAR FIXED TERM APPOINTMENT)**

**(GRADE 10)**

**SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES NELSON R MANDELA SCHOOL OF MEDICINE**

**REFERENCE NUMBER: T/LMMS01/2023**

The School wishes to appoint a motivated and an experienced administrator to join the fast growing KwaZulu Natal Research Innovation and Sequencing Platform (KRISP). In this position, an incumbent will play a key role in streamlining the platform’s workflow as the link between various offices, team members and service providers. This position will be responsible for maintaining and organizing for the platform, performing bookkeeping and clerical duties liaison with other internal and external members and assisting other employees as needed.

**Minimum Requirements**:

* Matric plus a relevant one-year post-school qualification in accounting or financial administration.
* Three years of experience in finance administration (debtors, creditors, supplier payments etc.).
* Experience in the research / scientific laboratory or academic environment.
* Knowledge in procurement administration, office management and business administration.

**The post will report to the Principal Accounting Officer of KRISP.**

**Please send requests for job profile to Mr TS Mpembe on email** [**mpembet@ukzn.ac.za**](mailto:mpembet@ukzn.ac.za)

**The total remuneration package offered includes benefits. The closing date for receipt** **of applications is 24 February 2023. The University reserves the right to extend the closing date in order to facilitate further searches or 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**](http://www.ukzn.ac.za/) **Completed forms may be sent to** [**Recruitment-chs@ukzn.ac.za**](mailto:Recruitment-chs@ukzn.ac.za)

**Advert Reference Number MUST be clearly stated in the subject line.**