

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

RESEARCH DIVISION

**ASSISTANT ADMINISTRATIVE OFFICER
(PEROMNES GRADE 11)
WESTVILLE**

REF NO.: RO03/2016

The main purpose of this position is to ensure that all information in relation to the National Research Foundation and other statutory grants is co-ordinated, processed and communicated to UKZN researchers. The incumbent will be responsible for all the administration relating to the Awards cluster of the University Research Office.

Minimum Requirements:

- Grade and a 1-year relevant qualification;
- Two (2) years relevant administrative experience of which one (1) year should be in a research office environment;
- Computer knowledge with proficiency and experience in Microsoft Word, Excel, PowerPoint and Outlook;
- Experience and ability to interact constructively with a wide range of people, both within and outside the University;
- Experience in drafting correspondence and minute taking.

Advantages:

- Knowledge of NRF grant administration and NRF Online system;
- General knowledge and experience of a research office environment.

The total remuneration package offered includes benefits. Appointment is on Conditions of Service 2012.

The closing date for receipt of applications is 11 February 2016.

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-jm@ukzn.ac.za.

Advert Reference Number MUST be clearly stated in the subject line