

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

**RESEARCH DIVISION  
SENIOR ADMINISTRATIVE OFFICER  
(PEROMNES GRADE 9)  
WESTVILLE**

**REF NO.: RO02/2016**

The incumbent is required to compile, verify and submit the annual claim for research output for subsidy purposes to the Department of Higher Education and Training. S/he will capture and collate large sets of data, maintain the database of research output data, suggest enhancements or changes to the software, interact with management and the research community, and communicate decisions of the Department of Higher Education and Training.

**Minimum Requirements:**

- Relevant tertiary qualification (bachelor's degree) and two (2) years' relevant experience in research administration;
- OR
- Relevant Honours degree and one (1) year of relevant experience in research administration;
- Experience maintaining and generating statistics and management information reports in terms of Research Management Systems;
- Knowledgeable about publications' count and the submission of research output to the Department of Higher Education and Training;
- Evidence of working with a variety of computer software packages – ITS, MS Word, Excel, Access, Outlook.

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

**The closing date for receipt of applications is 8 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](http://www.ukzn.ac.za).**

**Completed forms may be sent to [recruitment-jm@ukzn.ac.za](mailto:recruitment-jm@ukzn.ac.za).**

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