

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.

RESEARCH DIVISION

**ASSISTANT ADMINISTRATIVE OFFICER
(PEROMNES GRADE 11)
RESEARCH OFFICE (ETHICS CLUSTER)
WESTVILLE CAMPUS**

REF NO. RO 02/2019

The purpose of the job is to provide support to the Biomedical Research Ethics Committee (BREC). The job involves repeated, high-volume, detailed clerical work; processing of all biomedical research ethics applications; entry into and querying of the database; monitoring of BREC levy fees; attending all committee meetings and on occasion serving as the coordinator and recording secretary; special tasks as necessary to support the staff and functions of the Biomedical Research Ethics Office.

Minimum Requirements:

- Senior Certificate and a 1-year relevant diploma/qualification;
- 2 (two) years' relevant work experience, of which 1 (one) year should be in research projects/applications in Health Science;
- Knowledgeable about research processes and the role of Institutional Research Ethics Committees in ethics review;
- Knowledgeable about laws, policies, rules and regulations applicable to Biomedical Research Ethics;
- Knowledgeable about Biomedical Research Ethics' application and administrative processes;
- Proven experience in maintaining complex, well organized electronic and paper documents, minutes, correspondences, files and archives;
- Proven experience in minute taking and the use of computer software such as word processing (MS Word) and spreadsheets (MS Excel)...

Experience in the absence of minimum qualification:

- 3 (three) years relevant administrative/secretarial work experience, of which 1 (one) year should be in research projects/applications in Health Science.

Advantages:

- A relevant degree;
- Experience in ethics administration other than Biomedical Research Ethics.

Short-listed candidates may be required to undertake a skills test.

Enquiries and details regarding this post may be directed to Mr Wilondja Muzumbukilwa, (031)2608659 or e-mail: Muzumbukilwaw@ukzn.ac.za

Appointment to this post will be on the January 2018 Conditions of Service. The total remuneration package offered includes benefits. The closing date for receipt of applications is 31 January 2019. Applicants are required to complete the relevant application form, which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms must be sent to recruitment-nm@ukzn.ac.za

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