

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

Preference will be given to applicants from the African Designated groups

FIXED TERM CONTRACT – 2 YEARS

**RESEARCH DIVISION
SENIOR ADMINISTRATIVE ASSISTANT
(PEROMNES GRADE 12)
RESEARCH OFFICE**

REF NO.: RO12/2015

The purpose of the position is to provide secretarial and administrative support to the Biomedical Research Ethics Administration and Committee (BREC). The job involves detailed clerical work, monitoring and data capturing of all correspondence, providing an effective function and administrative support to the Committee and its functions.

Minimum Requirements:

- Grade 12;
- Two (2) years' relevant experience in secretarial_ / office_ administration;
- Proven computer experience – word processing, spreadsheets, email.

Advantages:

- One (1) year' secretarial / administration qualification;
- Experience in research administration;
- Knowledge of ethics review and administration.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 13 July 2015.

Applicants are required to complete the relevant application form 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.