**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 (PUBLICATIONS CLUSTER)**

**WESTVILLE CAMPUS**

**REF NO. RO08/2017**

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;
* 2 (two) years’ relevant work experience, of which 1 (one) year should be in research ethics review systems and ethics administration;
* Proven experience in maintaining complex, well organized electronic and paper documents, minutes, correspondences, files and archives;
* Proven experience in minute taking, word processing (MS Word) and spreadsheets (MS Excel).

**Advantages**:

* A relevant degree;

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.

**The total remuneration package offered includes benefits. The closing date for receipt of applications is 27 July 2017. 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 must be sent to** **Recruitment-jm@ukzn.ac.za****.**

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