

**The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution**

**Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF HUMANITIES**

**ADMINISTRATOR (1 POST)**

**(TWO YEAR LONG - FIXED TERM APPOINTMENT)**

**SCHOOL OF EDUCATION**

**EDGEWOOD CAMPUS**

**CENTRE FOR VISUAL METHODOLOGIES FOR SOCIAL CHANGE**

**REFERENCE NUMBER: ED10/2017**

*The Intersections of Rurality and Gender in relation to Violence against Girls and Young Women: An urgent matter in relation to health inequalities in South Africa and Sweden (T-GRAN)* (henceforth referred to as the T-GRAN project) is a research project funded by the South African Medical Research Council and FORTE: Swedish Research Council for Health, Working Life, and Welfare under the SAMRC-FORTE Collaborative Research Programme. The Project is located in the Centre for Visual Methodologies for Social Change (CVMSC) in the School of Education at the University of KwaZulu-Natal.

The T-GRAN project seeks to appoint one (1) **administrator**. The administrator will support the activities of the project team, including providing administrative support for the project, monitoring budgets, and maintaining a digital archive of data.

**MINIMUM REQUIREMENTS: ADMINISTRATOR**

- Matric plus a relevant one-year post-school qualification in project management or a related field
- 3 years' relevant experience in a university research environment/ research institution
- Experience in standard computer packages, office administration , use of spreadsheets, IT support and Project administration
- Experience in financial management and budgeting
- Experience in minute taking and report writing
- Fluency in one or more official South African languages other than English

Competence in developing and managing or administrating websites and other online will be an added advantage.

**Enquiries and details regarding this post, as well as the request for the job profile may be directed to Mr Khangelani Sipika, email address: [sipika@ukzn.ac.za](mailto:sipika@ukzn.ac.za)**

Appointment to this post will be on the January 2012 Conditions of Service where applicable.

The remuneration package offered includes benefits.

The closing date for receipt of applications is July 17, 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 may be sent to [recruitment-humanities@ukzn.ac.za](mailto:recruitment-humanities@ukzn.ac.za)

Please state the advert reference number in your subject line