

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.**

**COLLEGE OF HEALTH SCIENCES  
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES  
PART TIME GRANTS MANAGER  
(EXTERNALLY FUNDED)  
3 YEAR FIXED TERM APPOINTMENT  
(GRADE 9)  
REFERENCE NUMBER: LMMS7/2019**

The purpose of the part time grants manager position is to assist research staff during the application process for grant funding; and to oversee the administration of any successful grant award. The part time grants manager will help with the generation of budgets for grant applications and they will oversee the financial management of the grant. He/she will also ensure the smooth handling of applications for ethics approval, certification and application renewals. The part time grants manager will communicate with the researchers at KRISP, LMMS, College of Health Sciences and with the key financial/administrative personnel at the university. He/she will communicate with the grant managers of outside funding agencies.

**Minimum Requirements:**

- B Com Economics (Commercial Science)
- 2 years' experience either in the financial or grant management field at an academic institute
- Proven appropriate computer skills

**Advantages:**

- National and/or international funder specific training will be an advantage

The post will report to Professor. Tulio de Oliveira. Enquiries regarding this post may be directed to Nicolette Crozier at 031 2601925. Send requests for job profile to Mrs SE Khuzwayo on email [khuzwayo@ukzn.ac.za](mailto:khuzwayo@ukzn.ac.za).

The remuneration offered includes benefits.

The closing date for receipt of applications is 22 July 2019.

The University however, reserves the right to accept late applications or to extend the closing date in order to facilitate further searches. 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-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za).

Advert reference number must be clearly stated in the subject line.