

All appointments will be in terms of the prevailing University Employment Equity Policy and the Employment Equity Plan of the School (available at <http://www.ukzn.ac.za/ESU>). The University reserves the right not to make an appointment or to stop the process at any stage, to headhunt, or to re-advertise the post to meet its equity goals. Candidates who do not meet the minimum criteria will not be considered.



**SCHOOL OF BUILT ENVIRONMENT AND DEVELOPMENT STUDIES
HOWARD COLLEGE CAMPUS**

**PROJECT ADMINISTRATOR
(1 Year Fixed-Term Appointment, Renewable)
Discipline of Development Studies**

The School of Built Environment and Development Studies is a multi-disciplinary research and teaching School with Programmes in Architecture, Community Development, Development Studies, Housing, Planning and Population Studies. This School combines undergraduate and post-graduate teaching, research and community engagement.

The Development Studies discipline seeks a proactive project administrator on a one - year fixed – term appointment to work with its established South African Research Chair (SARChI) in Applied Poverty Reduction Assessment. For more information on the School and Chair, see www.sds.ukzn.ac.za.

DUTIES:

- Administrative, financial and technical support for research activities;
- Implementing and monitoring budget plans;
- Managing student bursaries, including post-doctoral grants;
- Organising workshops and conferences;
- Networking within and outside the University in order to bring together various initiatives in poverty reduction assessment.

MINIMUM REQUIREMENTS:

- Matric plus a one year qualification;
- Three years' experience in administration and project planning;
- Demonstrable experience in financial management;
- Evidence of expertise with standard computer packages, including the use of spreadsheets;
- A driver's licence.

ADVANTAGES:

- A qualification in project management, project administration or a related field;
- Experience in a university or research environment.

For this position applications are invited from African Males, African Females and People with Disabilities.

Please note that short-listed candidates may be required to undertake a skills test.

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

Applicants are required to complete an application highlighting their experience in, and providing evidence for, each of the minimum requirements and advantages as listed above. The application form can be found at <http://vacancies.ukzn.ac.za/Home.aspx> and should be forwarded to Ms M Smith at MaSmith@ukzn.ac.za. Deadline for applications is Friday 28 June 2013.