

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

**INSTITUTIONAL PLANNING AND GOVERNANCE DIVISION**

**PROJECT ADMINISTRATOR: IPP  
INFRASTRUCTURE PLANNING AND PROJECTS  
(PEROMNES GRADE 9)  
WESTVILLE CAMPUS**

**REF NO.: IPG 03/2016**

To provide effective administration services to the Project Management Office (PMO). Assists the Project Manager with the day to day operational needs with respect to project delivery. Plays a major role in terms of information gathering and dissemination regarding project status updates and tracking.

The purpose of the job is primarily to drive the IPP division toward its overarching objective of compliance with the UKZN IPG Strategy. Infrastructure Planning and Projects (IPP) is client centric and a singular team with no silos, which means that as a need/gap/crisis arises in any part of the team, all team members are required to make time available to support the area of the team that is in need, when requested by the line manager.

**Minimum Requirements:**

- A three (3) year tertiary qualification;
- Three (3) years relevant experience in project management;
- A demonstrable working knowledge on project budgets and reporting
- Proven appropriate computer skills - experience with MS Office (Word, Excel, PowerPoint)

**The total remuneration package range is: R248,000 to R301,446**

**The total remuneration package offered includes benefits. This appointment will be made on the 2012 Conditions of Service**

**Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Noxolo Hlathi, 031 260 7916 or e-mail: [hlathin@ukzn.ac.za](mailto:hlathin@ukzn.ac.za)**

**The closing date for receipt of applications is 26 JUNE 2016**



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-nh@ukzn.ac.za](mailto:recruitment-nh@ukzn.ac.za)

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