

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.

**COLLEGE OF HEALTH SCIENCES
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES
NELSON R MANDELA SCHOOL OF MEDICINE
ADMINISTRATIVE OFFICER (EXTERNALLY FUNDED)
3 YEAR FIXED TERM APPOINTMENT
(GRADE 10)
REFERENCE NUMBER: LMMS02/2021**

The School wishes to appoint a motivated and an experienced administrator to join the fast growing KwaZulu Natal Research Innovations and Sequencing Platform (KRISP). In this position, an incumbent will play a key role in streamlining the platform's workflow as the link between various offices, team members and service providers. This position will be responsible for maintaining and organizing for the platform, performing bookkeeping and clerical duties liaison with other internal and external members and assisting other employees as needed.

Minimum Requirements:

- Bachelor degree or National Diploma in Business Administration or office management or related field.
- An experience in scientific laboratory or academic environment
- Three years of experience in an administrative support role or office management.
- Financial administration knowledge

The post will report to the Director of KRISP. Enquiries regarding this post may be directed to Mr Sibusiso Khanyase at 031 260 4049. Send requests for job profile to Mrs SE Khuzwayo on email khuzwayo@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is **18 June 2021**

The University reserves the right to extend the closing date in order to facilitate further searches or not to make any appointment. Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to Recruitment-chs@ukzn.ac.za

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