

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

**ADMINISTRATIVE OFFICER (EXTERNALLY FUNDED)
(1 YEAR FIXED TERM APPOINTMENT)
(GRADE 10)
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES
NELSON R MANDELA SCHOOL OF MEDICINE**

REFERENCE NUMBER: T/LMMS03/2024

The School wishes to appoint a motivated and an experienced administrator to join the fast growing KwaZulu Natal Research Innovation 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:

- Matric plus a relevant one-year post-school qualification in accounting or financial administration.
- Three years of experience in finance administration (debtors, creditors, supplier payments etc.).
- Experience in the research / scientific laboratory or academic environment.
- Knowledge in procurement administration, office management and business administration.

The post will report to the Principal Accounting Officer of KRISP.

Enquiries regarding this post as well as requests for job profile may be directed to Mr Muzikayise Ntuli on 031-260-4418 or email: NtuliM@ukzn.ac.za

The total remuneration package offered includes benefits. The closing date for receipt of applications is 2 July 2024. 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.

Applicants who have already applied for this post, need not re-apply as their applications will be considered together with the new applications received.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.

