

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
(12 MONTH FIXED-TERM APPOINTMENT)
PSYCHIATRY
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS
REF NO.: T/CM02/2021

The incumbent will be required to provide administrative support to the Head of Department (Psychiatry), administrative duties for a Global Institute. He/she will possess excellent communication skills and ability to liaise with individuals and organisations across the globe. The position requires attention to detail and ability to work independently and under pressure.

Daily tasks include:

- Fundraising through facilitating grant acquisition;
- Facilitating funding applications for the Institute;
- Managing communication between stakeholders;
- Handling logistics of conferences and meetings;
- Scheduling meetings and taking minutes;
- Writing official reports and
- Ensuring staff travel and accommodation requirements are met.

Minimum Requirements:

- Relevant 3 year post-matric qualification in administrative, communication or social sciences fields;
- One-year relevant experience in administrative position
- A high level of proficiency in report writing, word processing (MSWord), PowerPoint, publisher and spreadsheets (Excel)

Advantages:

- Experience in grant writing.

This post reports to Prof B Chiliza. Enquiries regarding this post may be directed to Prof Chiliza on 031-260 4321. The job profile is available from Dr Vuyokazi Ntlantsana e-mail:

Ntlantsanav@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 19 March 2021. The University reserves the right not to make any appointment.

Applicants are required to complete an online screening form

https://docs.google.com/forms/d/18O6f_QU2M1iiLwy2UISLxNdUASiqN8CrmV02aKtwBds/edit for the advertised post and the application form which is available on the Vacancies website at

www.ukzn.ac.za. Completed forms may be sent to Dr Vuyokazi Ntlantsana, Ntlantsanav@ukzn.ac.za.

The Advert Reference Number MUST be clearly stated in the email subject line. If an applicant does not complete both the online screening form and the UKZN application form, the application for the vacancy will not be considered.