

The University of Kwa-Zulu 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

**PROJECT ADMINISTRATOR
(12 MONTHS FIXED TERM RENEWABLE)
PAEDIATRICS AND CHILD HEALTH
SCHOOL OF CLINICAL MEDICINE
NELSON R MANDELA SCHOOL OF CLINICAL MEDICINE**

REF NO: SES-2023

Preamble taken from job profile

The incumbent will be required to provide administrative support the "Stakeholders perspectives for global health research ethics equity study." Functions will include engaging with stakeholders, organizing meetings and focus groups. The incumbent will also be required to collate data from an international team of experts and to assist with preliminary data analysis and assist with preparation of manuscripts. He/she will also need to assist with financial administrative duties with regards to the study and to assist with financial reporting and compilation of financial reports for the funder.

Minimum Requirements:

- Grade 12/Senior Certificate/Matriculation or equivalent;
- One-year relevant qualification;
- One-year relevant experience;
- Computer literacy with experience in word processing and spreadsheet and Zoom AND
- NVivo software data analysis or similar qualitative analytic tools

Essential Requirements:

- Communication skills in English AND
- Sound report writing skills.
- Ability to work independently
- Qualitative data analysis experience

The Following Will Be an Advantage:

- Demonstrable experience of working in a research administrator role for at least 1-2 years AND
- Prior experience planning and coordinating meetings.
- Experience with qualitative data analysis and manuscript preparation

This post reports to the Head of Department at Paediatrics & Child Health. Enquiries regarding this post may be directed to Professor R Masekela (HOD) on Tel: 031-2604345 or 031-2604348, Email: masekelar@ukzn.ac.za. The job profile is available from Professor R Masekela - prefer email communication.

You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx> -

The closing date for receipt of applications is 15 April 2023. The University reserves the right not to make any appointment.

**Completed forms may be sent to Portia Nhlangulela on email: Nhlangulelap1@ukzn.ac.za
Advert Reference Number MUST be clearly stated in the subject line.**