

***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 (CLINICAL SUPPORT)**

**(PEROMNES GRADE 10)**

**SCHOOL OF CLINICAL MEDICINE**

**MEDICAL SCHOOL CAMPUS**

**REF NO.: CM12/16**

The incumbent of this post is responsible for providing administrative support to the discipline within her/his portfolio. This includes coordinating the administrative functions of a large medical staff establishment in relation to financial administration, staffing administration, research administration, administration of academic, undergraduate and postgraduate training programmes. The successful incumbent to this position must have strong organisational skills, initiative, versatility, good interpersonal and communication skills.

The position require a self-motivated individual who can work with limited supervision often using his/her own initiative to resolve a problem.

**Minimum Requirements:**

- Matric/Senior Certificate/Grade 12;
- One-year relevant qualification AND
- Three years' relevant work experience.

**Essential:**

- Proven knowledge of discipline/academic administration within a tertiary education environment
- Proven computer literacy in MS Word, Excel
- A high level of understanding of spoken and written communication

**Advantages:**

- Knowledge of the University structures, policies and procedures;
- Experience working within the College of Health Sciences AND
- International Computers Drivers Licence (ICDL).

The incumbent for this post will report to Mrs D Pillay (Senior Admin Officer: Clinical Support). Enquiries regarding this post may be directed to her on (031) 260-4217 or email: [pillayd@ukzn.ac.za](mailto:pillayd@ukzn.ac.za)

The job profile is available from Mr SA Mbona, tel: (031) 260-4450 or email: [mbonas@ukzn.ac.za](mailto:mbonas@ukzn.ac.za)  
Applicants are encouraged to review the job profile prior to applying.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is Tuesday, 24 May 2016. This appointment will be on the 2012 Conditions of Service.**

**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-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za)  
Advert Reference Number MUST be clearly stated in the subject line.**