

**The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.
Preference will be given to applicants from African the designated group**

COLLEGE OF HEALTH SCIENCE

**ASSISTANT ADMINISTRATIVE OFFICER
(GRADE 11)**

(1 year fixed term contract)

HIV PATHOGENESIS PROGRAMME

SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES

NELSON R MANDELA SCHOOL OF MEDICINE

CLOSING DATE: 6 JUNE 2016

Ref: HPP/Admin/270516

The HIV Pathogenesis Programme (HPP) has an Office Administrator position available. The incumbent will be required to be highly motivated, meticulous and hard-working and be able to work independently. The incumbent will report to the Grants & Administration Manager.

MINIMUM REQUIREMENTS

- Grade 12 and 1 year relevant qualification
- Two years relevant experience
- Computer literacy with excellent knowledge of Microsoft Office

ESSENTIAL REQUIREMENTS

- Excellent organisational and interpersonal skills
- Excellent verbal and written communication skills
- Well-developed problem solving skills
- Self-directed, highly-motivated, ability to multi task and work under pressure

ADVANTAGE

- Financial experience
- Knowledge of an accounting package
- Stock management experience
- Experience working in a research environment
- Knowledge of UKZN systems, e.g. iEnabler

RESPONSIBILITIES

- Procurement / orders, and follow up of orders
- Stock management
- General administrative duties

The closing date for receipt of applications is 6 June 2016. The University, however, reserves the right in special circumstances to accept late applications or to extend the above date in order to facilitate further searches.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Mrs. Tarryn Leslie, e-mail address leslie@ukzn.ac.za. Please quote the advert reference number in your subject line.

Terms of appointment and Selection Process

The post will be offered on a one-year, fixed term contract and the terms and conditions governing this appointment will be in compliance with those of the University of KwaZulu-Natal. The position is potentially renewable, depending on availability of funds. The annual cost of employment (cost to company) for this position will be R10,000 – R13,000, dependent on the experience of the successful candidate.

Candidates will be required to undertake a skills and competency test.

The selection process will commence in June 2016 and will continue until suitable

candidates are appointed or a decision is taken not to fill the posts.