

***The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.***

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**GRADUATE SCHOOL OF BUSINESS AND LEADERSHIP**

**PRINCIPAL PROJECT ADMINISTRATIVE OFFICER (GRADE 8)**

**2-YEAR FIXED TERM APPOINTMENT CONTRACT (RLEDI)**

**REF NO: GSBL02/2017**

**WESTVILLE CAMPUS**

The Graduate School of Business and Leadership seeks to recruit a dynamic, self-motivated individual committed to work in the field of Regional and Local Economic Development. The incumbent will provide consultative, administrative and financial support services to the RLEDI UKZN-EDTEA 2016-2019 project. S/he will report to the Project Manager. The successful candidate will contribute to the research programme in RLED, co-ordinate various projects and contribute to overall project reporting. Engagement with stakeholders in business, government and non-profit organizations is central to the role of project officer. S/he will also ensure the compliance with statutory regulations, including EDTEA and UKZN regulations

**Minimum Requirements:**

- A tertiary qualification equivalent to a degree in Business disciplines;
- At least three years' relevant experience;
- Evidence of expertise with standard computer packages
- Professional report writing skills including minute taking
- Project Budgeting experience

**Appointment to this post will be on the January 2012 Conditions of Service if applicable.**

**The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.**

**The closing date for receipt of applications is Sunday, 28 May 2017.**

**Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za).**

**Completed forms may be sent to [recruitment-landm@ukzn.ac.za](mailto:recruitment-landm@ukzn.ac.za).**

**Please state the advert reference number in your subject line.**

