

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 including people with disabilities.

FIXED TERM CONTRACT – 31 MONTHS (JUNE 2021 TO END DECEMBER 2023)

UNIVERSITY CAPACITY DEVELOPMENT PROGRAM (UCDP)

UCDP FINANCE ADMINISTRATOR X2

**(PEROMNES GRADE 10)
WESTVILLE**

REF NO.: RO 06/2021

The UCDP Finance Administrator shall be primarily responsible for the following tasks on certain specified UCDP budget allocations:

- Processing of transactions in line with University policy and procedures and in accordance with the established conditions on the use of UCDG funds as set out in the Standard Operating Procedures of the Implementation and Management of the UCDP and UCDG.
- Coordinate a range of events for the program, assist in the implementation of the events according to the approved Master Plan of the UCDP.
- Record keeping and report on implementation of activities to management.
- Assist in tasks relating to the completion of annual audit on the UCDP program.

Minimum Requirements:

- Matric with a 3-year qualification.
- 3-years working experience in an accounting/finance, auditing, events coordination and administration environment.

The closing date for receipt of applications is 13 May 2021. Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at www.ukzn.ac.za. Completed forms should be sent to recruitment-nm@ukzn.ac.za

Reference Number MUST be clearly stated in the subject line.