

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.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**PROJECT COORDINATOR
(PEROMNES GRADE 8)
(THREE YEAR FIXED TERM APPOINTMENT)
ASTROPHYSICS RESEARCH CENTRE
SCHOOL OF MATHEMATICS, STATISTICS, AND COMPUTER SCIENCE
WESTVILLE CAMPUS**

REF NO.: MSCS06/2019

The Astrophysics Research Centre (ARC) produces high-impact research and training in astrophysics and cosmology. The Project Coordinator will manage and coordinate all aspects of key projects within the Astrophysics Research Centre (ARC), in accordance with the approved business plans for each project. These include, amongst others, the Big Data for Science and Society (BDSS) flagship, the KZN centre for Radio astronomy Economic Advancement, Technology and Entrepreneurship (KREATE) projects, and the Hydrogen Intensity and Real time Analysis eXperiment (HIRAX). S/he will ensure best practice with the implementation of these projects, through effective management and utilisation of the project funding, and the standard operating procedures of the implementation and management of the projects. S/he will be responsible for project coordination and management, coordinating postgraduate and /or research capacity development training, technical and narrative reporting, stakeholder relations, and ensuring best practice utilised in all areas.

Minimum Requirements:

- Matric plus three year relevant qualification in project management or business management related fields
- Five (5) years' relevant experience, of which two (2) should have been in project management
- Experience and competency in word processing and spreadsheets
- Experience in coordinating postgraduate and/or research capacity-development training and research project experience in a Higher Education environment.
- Experience working with budgets

More information about ARC and its flagship project HIRAX is available at <https://acru.ukzn.ac.za/> and <http://hirax.ukzn.ac.za/>

Enquiries and details regarding this post may be directed to the Line Manager for this post, Ms. Carolyn Crichton, e-mail: CrichtonC@ukzn.ac.za.

The total remuneration package offered includes benefits

The closing date for receipt of application is 25 November 2019

Applicants must complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms should be submitted to Recruitment-aes@ukzn.ac.za . The Advert Reference Number **MUST** be clearly stated in the subject line.