

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**  
**REF NO.: T/CM10/2020**

**FIXED TERM CONTRACT (from date of appointment till 30 June 2021)**

The incumbent of this post is responsible for providing administrative support to all stakeholders within the discipline in her/his portfolio. This includes coordinating the administrative functions of a large medical staffing establishment in relation to financial administration, staffing administration, and research administration, administration of academic, undergraduate and postgraduate training programmes. The incumbent is not a research assistant and as such should not be involved in data capturing/field work, etc but can assist / direct the researcher with respect to University policies and procedures. The successful incumbent to this position must have strong organisation skills, be able to frequently use their own initiative, and have good interpersonal and communication skills.

**Minimum Requirements:**

- Matric AND a One-year relevant qualification
- Three years relevant work experience in a similar working environment
- Proven knowledge of discipline/academic administration within a tertiary education environment
- Proven computer literacy in MS Word, Excel at least
- A high level of understanding of spoken and written communication

**Essential Requirements:**

- Knowledge of the University structures, policies and procedures
- Experience working within the College of Health Sciences
- One year or more supervisory experience of more than 1 subordinate
- 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 [pillayd@ukzn.ac.za](mailto:pillayd@ukzn.ac.za).

**Applicants are encouraged to review the job profile prior to applying - this is available from Mrs Sbongile Msomi (Senior HR consultant), tel.: (031) 260-8201 or e-mail: [msomis4@ukzn.ac.za](mailto:msomis4@ukzn.ac.za)**  
You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

Appointment to this post will be on the 2018 Conditions of Service. The total remuneration package offered includes benefits.

**The closing date for receipt of applications is 27 November 2019** The University reserves the right not to make an appointment.

To apply please complete the **relevant application form (support form)** which is available on the **vacancies website** at [www.ukzn.ac.za](http://www.ukzn.ac.za) and **email to [scmrecruit@ukzn.ac.za](mailto:scmrecruit@ukzn.ac.za)** with the **Advert Reference Number** clearly stated in the **subject line**. Failure to comply with using this format may result in your application not being considered.