

**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**

**SENIOR ADMINISTRATIVE OFFICER (COLLEGE PROJECTS)  
(PEROMNES GRADE 9)  
ONE YEAR FIXED TERM CONTRACT  
COLLEGE OF HEALTH SCIENCES  
REF NUMBER: T/CHS16/2023**

The successful candidate will be expected to provide comprehensive administrative support to the Deputy Vice-Chancellor (DVC) and Director Professional Services (DPS): College Office for all engagements with KZN Department of Health (DOH) Management and all Special Projects in the College of Health Sciences. To provide Committee Officer and Secretarial Support for all CHS and KZN DOH meetings; To provide financial administrative support to the Decentralized Clinical Training Platform (DCTP) to ensure logistics for the DCTP; Supervise the Front Desk Administrators.

**Minimum Requirements:**

- Matriculation / Grade 12 / Senior Certificate;
- Relevant Advanced Diploma / Bachelor's Degree (NQF Level 7) qualification;
- Five (5) years' relevant Experience of which 2 years' experience in supervising staff.

**Personal Attributes Required for the Post:**

- Good communication (verbal and written);
- Good understanding of current computer application software

**The appointment for this post will be on the January 2018 Conditions of Service.**

**The closing date for receipt of applications is 4 December 2023.**

**To apply, please click on the following link: <https://ukzn.ci.hr/applicant/index.php>  
OR copy this link to the Microsoft Edge website and search for the reference number indicated above.**

***Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.***