

The University of KwaZulu-Natal 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 Equity Plan.

COLLEGE OF HEALTH SCIENCES

TRANSCRIBER/ TRANSLATOR (12 months Fixed Term Contract)

CENTRE FOR RURAL HEALTH

SCHOOL OF NURSING AND PUBLIC HEALTH

REFERENCE: CRH P1 projects Transcriber/Translator

The Centre for Rural Health (CRH) houses research and implementation studies. The Transcriber /Translator will be based at the CRH, University of KwaZulu-Natal, and will provide transcription and translation services for qualitative interviews from isiZulu to English. The transcriber/translator may be required to provide other study related transcription and translation services as well.

Minimum Requirements:

- Matric certificate
- Fluency in English and isiZulu
- Minimum 6 months proven translation and transcription experience in translating and transcribing qualitative interviews for research in mental health, including focus group discussions from isiZulu to English.
- Computer skills -including but not limited to emails, word processing and excel
- Minimum 6 months experience in public mental health-related and/or social science related research

Essential Requirements:

- Qualification in Social Science or Teaching
- Degree in Social Sciences or Psychology
- Demonstrable good writing and communication skills
- Preparedness to work on other projects in the CRH when necessary

This post reports to the mental health and health systems strengthening Project Lead.
e-mail applications: crh@ukzn.ac.za.

The closing date for receipt of applications is 19 November 2024

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to, crh@ukzn.ac.za. Please quote "TRANSCRIBER/TRANSLATOR" as a reference in your subject line. The University however, reserves the right in special circumstances to accept late applications or extend the above date in order to facilitate further searches. Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed application forms must include each minimum requirement as stated in the advertisement, together with supporting documents and full contact details of 3 referees and a covering letter and must be sent to E-mail address crh@ukzn.ac.za. Applications which do not comply with the above requirements will be regarded as incomplete and will not be considered. Only shortlisted candidates will be contacted and may be required to undergo an assessment. UKZN reserves the right not to appoint.