

**The University of KwaZulu-Natal is committed to Employment Equity.
For this position, applications are invited from Designated Africans.**

COLLEGE OF HEALTH SCIENCES

**ADMINISTRATIVE OFFICER (GENERAL MEDICINE)
(PEROMNES GRADE 10)**

**SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS**

REF NO.: SCM45/2014

The School of Clinical Medicine seek to appoint a person to coordinate the administrative functions of a large medical staff establishment in relation to financial administration, research administration, academic administration, undergraduate and postgraduate training programmes; fulfill the administrative duties of to the Head of Department: General Medicine. The successful incumbent to this position must have strong organisational skills, initiative, versatility, good interpersonal and communication skills.

Minimum Requirements:

- Matric/Grade 12/Senior Certificate;
- One year relevant qualification AND
- Three years relevant experience.

This post reports to Senior Administrative Officer: Clinical Support, School of Clinical Medicine. Enquiries regarding this post may be directed to Mrs D Pillay on 031-260 4424 or pillayd@ukzn.ac.za The job profile is available from Mr SA Mbona, tel:031 260 4450 or e-mail: mbonas@ukzn.ac.za You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 31 October 2014.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to Recruitment-chs@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.