

The University of KwaZulu-Natal is committed to Employment Equity

For this position, applications are invited from Designated Africans

RESEARCH DIVISION

**ASSISTANT ADMINISTRATIVE OFFICER
RESEARCH OFFICE (BIOMEDICAL RESEARCH ETHICS)
WESTVILLE CAMPUS
(PEROMNES GRADE 11)**

REF NO: RO05/2014

The purpose of the job is to provide support to the Biomedical Research Ethics Committee (BREC). The job involves repeated, high-volume, detailed clerical work; processing of all biomedical research ethics applications; entry into and querying of the database; monitoring of BREC levy fees; attending all committee meetings and on occasion serving as the co-ordinator and recording secretary; special tasks as necessary to support the staff and functions of the Biomedical Research Ethics Office. The Assistant Administrative Officer reports to the BREC Senior Administrator.

Minimum Requirements:

- Senior Certificate
- 1 (One) year relevant diploma
- 2 (Two) Years' relevant work experience, of which 1 (One) year should be in research projects/applications in Health Sciences
- Proven experience in maintaining complex, well organized electronic and paper documents, minutes, correspondence, files and archives
- Proven experience in minute taking, word processing (MS WORD) and spreadsheets (MS EXCEL)

Advantages:

- Experience in Ethics review systems and ethics administration other than Biomedical Research ethics
- A degree will be an advantage

Appointment to this post will be on the January 2012 Conditions of Service.

The total remuneration package offered includes benefits.

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

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Noxolo Hlathi, 031 2607916 or e-mail: hlathin@ukzn.ac.za.

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 recruitment-nh@ukzn.ac.za.

The advert reference number must be clearly stated on the subject line.