**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.**

**RESEARCH DIVISION**

**MANAGER: RESEARCH ADMINISTRATION**

**(PEROMNES GRADE 6)**

**westville**

**REF NO.: RO10/2016**

The Manager: Research Administration is responsible for the efficient and effective functioning of the Research Office’s administrative processes and procedures for research ethics review, measuring research outputs, research incentives, research grants, research awards and research reports.

This position is central to the effective implementation of University policies into practice with the goal of enhancing university’s research activities, outputs, quality and impact. A key aspect of the position is the continual improvement of Research Office operations for increased administrative efficiencies as well as the timeous and effective resolution of researcher queries, ultimately leading to the university’s researchers deriving greater benefit from the Research Office.

**Minimum Requirements**:

* A Masters degree
* Five (5) years’ relevant experience in research project management
* Knowledge of bibliometric systems for measurement of research output and quality
* Ability to analyse data and write high-quality reports

**Advantages:**

* At least one (1) academic publication.

Additional capabilities that would be an advantage for applicants:

Knowledge of:-

* + - the higher education’s research system, funding model and reqirements
    - management and administration of ethics committees
    - database systems for managing information for report-generation
    - research reporting requirements of statutory research funders
    - the NRF rating system.

**The total remuneration package offered includes benefits. Appointment is on Conditions of Service 2012. The closing date for receipt of applications is 25 November 2016.**

**Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms may be sent to recruitment-jm**[**@ukzn.ac.za**](mailto:Recruitment-?@ukzn.ac.za)**.**

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