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

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COLLEGE OF HEALTH SCIENCES
LABORATORY QUALITY ASSISTANT ADMINISTRATOR
(3 YEAR FIXED TERM APPOINTMENT)
(GRADE 11)
(EXTERNALLY FUNDED)
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES
REF.: LMMS13/2017

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Please note: This is a re-advertisement and that previous applicants need not re-apply. However, those who want to update their applications must send an updated one.

The incumbent will manage administration and activities within the office and laboratory environment on a daily basis. To ensure that the set targets and objectives are maintained and achieved for quality, health and safety standards at all times. To ensure the lab is adequately stocked for all lab work and projects.

Minimum requirements:
☐ Matric and one (1) year Diploma
☐ Three years relevant working experience in clinical lab and office administration environment and quality and health and safety experience.

Essential requirements:
☐ Understanding of health and safety procedures
☐ Experience in ordering, stock take of laboratory consumables
☐ Knowledge of Basic Conditions of Employment Act
☐ Knowledge of Health and safety within the laboratory
☐ Basic knowledge of MS Outlook
☐ Basic knowledge of MS for Windows
☐ Basic Knowledge of Excel
☐ Basic knowledge of Powerpoint
   Communication skills

Advantages:
☐ Financial knowledge
☐ Presentation skills

The post will report to Professor Tulio de Oliveira. Enquiries regarding this post as well as requests for job profile may be directed to Mrs SE Khuzwayo on 031-2604418 or email: khuzwayo@ukzn.ac.za. The total remuneration package offered includes benefits.

Appointment to this post will be on the January 2012 Conditions of service, where applicable.
The remuneration offered includes benefits.

The closing date for receipt of applications is of 3 November 2017. The University however, reserves the right to accept late applications or to extend the closing 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 forms may be sent to Recruitment-chs@ukzn.ac.za.
Advert reference number must be clearly stated in the subject line