

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representative within the Institution.

**CONTRACTS MANAGEMENT OFFICER
(PEROMNES GRADE 10)
REGISTRAR'S DIVISION
UNIVERSITY CENTRAL
LEGAL SERVICES DEPARTMENT**

REF NO: REG 07/2019

The Contracts management Officer shall be responsible for the contracts management and administration of all contracts within Legal services, and the electronic contracts management system. The officer will ensure that all contracts are registered, assessed, processed, indexed, authorised and archived in the electronic system.

Minimum requirements

- Matric or Grade 12 certificate, plus 3 years Bachelor's Degree
- 2 years relevant experience in contracts management
- Extensive knowledge of University operations, use and application of electronic databases, copyright laws
- High proficiency in computer skills & literacy

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Meena Udaypal, 031 260 2810 or e-mail: udaypalm@ukan.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 04 November 2019

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-lm@ukzn.ac.za the advert reference number MUST be clearly stated in the subject line.