

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.

COLLEGE OF HEALTH SCIENCES

**MEDICAL OFFICER TRAINING PROGRAM COORDINATOR
(6 months Fixed-Term appointment, renewable)**

**INTERNAL MEDICINE
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS**

REF NO: T/CM19/2019

Medical Training Program Coordinator

We are looking for a highly motivated individual to Co-ordinate a Medical Training Program. The successful candidate will be responsible for the planning, implementation, management, monitoring and reporting of the training program. The successful candidate will also be responsible for the preparation of materials for academic meetings, reporting and publications.

Minimum Requirements:

- MBChB degree or equivalent
- 6months relevant work experience in the Medical field and
- Advanced Microsoft experience in Word, Excel, PowerPoint
- Experience with scientific writing

Responsibilities:

- Ensure coordination of activities of the medical officer training program
- Liaising with all stakeholders
- Compiling the materials for academic presentations and reporting in Internal Medicine

Essential Requirements:

- Outstanding oral and written communication skills
- Outstanding organizational skills
- Ability to manage multiple priorities successfully
- Strong attention to detail
- Outstanding work ethic with a commitment to results
- Willing to travel according to project needs

This post reports to Head of Department. Enquiries regarding this post may be directed to: Prof NP Magula, email: magulan@ukzn.ac.za. You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

Salary is negotiable / depending on qualifications.

The closing date for receipt of applications is Wednesday, 6 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 ngobesen1@ukzn.ac.za Please also include letter of motivation stating your suitability for the position. Please provide three names of referees, including their contact details.

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