

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

**SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES
GRANTS & CONTRACTS MANAGER
(EXTERNALLY FUNDED)
3 YEAR FIXED TERM APPOINTMENT
(GRADE 8)**

REFERENCE NUMBER: LMMS07/2017

The purpose of the grants & contracts manager job is to assist research staff during the application process for grant funding; and to oversee the administration of successful grant award. He/she also ensures the smooth handling of applications for ethics approval, certification and application renewals. He/she liaises on behalf of grant generation research staff with the key financial/administrative personnel at the Genomics Centre and the university, and with outside funding agencies. The position is the link between research staff and other administrative departments, such as finance, UKZN research office and the ethics administration office.

Minimum Requirements:

- University degree or an appropriate diploma in finance, business administration or grant management
- 10 years' experience either in the financial or grant management field at least 5 years in middle management position
- At least 5 years' experience in managing grants from international and national research funding agencies

Advantages:

- A Master's degree in business management will be a distinct advantage
- National and/or international funder specific training will be an advantage

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@kzn.ac.za. The total remuneration package offered includes benefits.

Appointment to this post will be on the January 2012 Conditions of service, where applicable.

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The closing date for receipt of applications is 4 October 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.