

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

OFFICE ADMINISTRATOR

(3 year Fixed Term Appointment)

(GRADE 10)

REFERENCE NUMBER: LMMS10/2017

The purpose of the office administrator job is to provide effective and efficient administrative services to KwaZulu-Natal Research Innovation and Sequencing Platform (KRISP) staff – PA responsibilities, financial and budget control, purchases, journals, bursary payments, initiate HR processes; make local and international travel arrangements. Ensure all manually prepared transactions against projects – petty cash; EFT payments; staff blue claims; HR appointments; etc) adhere in full with applicable University policies, procedures and legislation and conditions of the relevant award.

Minimum Requirements:

- Matric plus one year relevant (financial) qualification
- Three years' relevant experience in financial administration in a similar environment
- Proven competency in use of word processing and spreadsheet computer applications.
- PA skills
- 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.

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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.