

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
PROGRAM COORDINATOR
(GRADE 9)
(TWO-YEAR FIXED-TERM APPOINTMENT)
(AFRICAN PAEDIATRIC FELLOWSHIP PROGRAM)
DISCIPLINE OF PAEDIATRICS & CHILD HEALTH
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS

REF NO.: CM04/2017

The ***African Paediatric Fellowship Program-University of KwaZulu-Natal (APFP-UKZN)*** is an academic program under the auspices of the Department of Paediatrics and Child Health at the University of KwaZulu-Natal. The aim of the APFP-UKZN is as follows:

- To create a network of skilled African health care professionals who can develop capacity in child health through clinical service provision, training and research in sub-Saharan Africa;
- To build capacity in Africa to improve child health;
- To empower skilled health care professionals to use their knowledge gained to lobby for improving child health in their home countries and
- To support sub-specialist capacity building in Africa.

APFP-UKZN wishes to appoint a Programme Co-ordinator to manage and coordinate all aspects of the African Paediatric Fellowship Program-UKZN trainees. This will include acting as the primary liaison point for all stakeholders of the APFP-UKZN and those generally interested in the fellowship program.

Minimum Requirements:

- Matriculation/Grade 12/ Senior Certificate;
- Three-year relevant qualification AND
- Two years' relevant experience.

Essential Requirements:

- Evidence of a working knowledge of working with databases;
- Evidence of proficiency in MS Office advanced proficiency - Outlook, MS Word, PowerPoint, Excel;
- Evidence of ability to use Dropbox and Doodle;
- Excellent verbal and written communication skills;
- Problem solving skills;
- Ability to take initiative;
- Evidence of being detail-orientated;
- Process and documentation driven;
- Ability to organize effectively and prioritize own workload;
- Strong dynamic, proactive and analytical thinker and
- Evidence of being a team player, work with the team to deliver the project on time.

Advantages:

- Experience with website content loading
- Experience with fundraising

This post reports to Professor R Masekela. Enquiries regarding this post may be directed to Professor Masekela on 031-260 4345. The job profile is available from Mr SA Mbona, tel:031 260 4450 or e-mail: mbonas@ukzn.ac.za You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits.

The closing date for receipt of applications is **Friday, 22 September 2017 The University reserves the right not to make any appointment.**

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.