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.

RE- ADVERT

FIXED TERM CONTRACT TO DECEMBER 2020

<u>**RSEARCH DIVISION**</u>

PROJECT COORDINATOR
(PEROMNES GRADE 8)
UNIVERSITY CAPACITY DEVELOPMENT PROGRAMME
WESTVILLE

REF NO. RO 10/2019

The Project Coordinator will manage and coordinate all aspects of the Research component of the University Capacity Development Program (UCDP), in accordance with the approved Master Plan. S/he will ensure best practice with the Ministerial Statement on the implementation of the UCDP, through effective management and utilisation of the University Capacity Development Grant 2018-2020 (DHET, 2017), and the standard operating procedures of the Implementation and Management of the UCDP and UCDG. Main responsibilities include - project coordination and management; technical and narrative reporting; stakeholder relations; and ensuring best practice.

Minimum Requirements:

- Grade 12 (Senior Certificate) and a three - year relevant qualification (project management or accounting).
- Five (5) years' relevant experience, of which two (2) should have been relevant project management experience.
- Proficiency in Microsoft Office including Word; Excel, Project and Access as well as email.
- Experience in coordinating postgraduate and/or research capacity-development training.
- Research project experience in a Higher Education environment.
- Financial/budgeting exposure.

Short-listed candidates may be required to undertake a skills test.
The total remuneration package offered includes benefits. The closing date for receipt of applications is 13 September 2019.
Applicants are required to complete the relevant application form – 'application-support' - that is available on the Vacancies website at <u>www.ukzn.ac.za</u>. Completed forms must be sent to <u>Recruitment-nm@ukzn.ac.za</u>

Advert Reference Number MUST be clearly stated in the subject line