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.

<u>**COLLEGE OF HEALTH SCIENCES**</u>

GRANTS COORDINATOR

ONE-YEAR FIXED-TERM CONTRACT

COLLEGE OFFICE (RESEARCH)
(PEROMNES GRADE 8)

REF NO.: T/CHS014/2022

The incumbent is responsible for developing and maintaining systematic procedures for alerting staff about research opportunities in a customized way and ensuring that messages are sent timeously to staff whose expertise are in these specific research areas. To provide technical and administrative support including assistance with proposal development and application initiation for external funding agencies. To regularly co-facilitate in proposal development workshops for both staff and postgraduate students with the Dean of Research.

Minimum Requirements:
• A relevant Masters' Degree
• Three years' relevant experience in an active Research Environment

Essential Requirements:
• Extensive knowledge of University Operations, use, and application of electronic databases, copyright, copyright laws, use of spreadsheets
• Highly proficient computer skills and literacy
• Extensive knowledge of International and National funding agencies. Proven experience in online Grant submissions.

The post will report to Professor AA Chuturgoon. Enquiries may be directed to Ms. Phumi Sibanyoni (031260 3841; email: SibanyoniP@ukzn.ac.za**). Applicants are encouraged to review the job profile prior to applying - this is available from Mr. Skhumbuzo Mbona (Manager HR) at e-mail:** mbonas@ukzn.ac.za

You are invited to visit the College website at http://chs.ukzn.ac.za/Homepage.aspx

Appointment to this post will be on the 2018 Conditions of Service. The total remuneration package offered includes benefits.

The closing date for receipt of applications is **16 September 2022**. The University reserves the right not to make an appointment.

To apply **please complete the relevant application form (support form) which is available on the vacancies website at** www.ukzn.ac.za **and email to** recruitment-chs@ukzn.ac.z.a **with the Advert Reference Number clearly stated in the subject line.**