The University of KwaZulu-Natal is committed to employment equity

COLLEGE OF HUMANITIES

SCHOOL OF APPLIED HUMAN SCIENCES
DEPARTMENT OF PSYCHOLOGY
ADMINISTRATOR Grade 10 (ONE YEAR CONTRACT) RENEWABLE
(MINIMUM 1POST)

HOWARD COLLEGE CAMPUS
REF NO: ROP08/2015

VUKA is a programme of the Collaborative HIV/AIDS adolescent mental health project (CHAMP+SA). The aim of the project is to promote the health, mental health and prevention needs of youth growing up with HIV and their families.

Duties would include:

Support with all aspects of research project administration and office-based duties including but not restricted to claims, procurement, staff appointments, petty cash, coordinating meetings and meeting agenda's and minutes of meetings. Training in monitoring adherence using the web will be provided

Minimum requirements

- Matric and one year relevant qualification;
- At least two years experience in research related administration;
- Must be proficient in English and isiZulu.
- Computer skills
- Competency in Microsoft Office Suite

Advantages

- Data management
- Research qualification in the social sciences

Appointment to this post will be on November 2009 conditions of service
The closing date for receipt of applications is 4 February 2015

Applicants are required to complete the UKZN support CV application form which is

available on the vacancy website at www.ukzn.ac.za. **Completed forms can be sent to**

Sphindile Machanyangwa: Machanyangwa@ukzn.ac.za

Advert reference number MUST be clearly stated on the subject line