

CAPRISA has an exciting opportunity available for a suitably qualified and experienced Grants and Compliance Administrator to join the Compliance department at the CAPRISA Head Office in Durban on a 2 year fixed term contract.

POSITION: GRANTS AND COMPLIANCE ADMINISTRATOR

Qualification and Experience: Relevant Tertiary Qualification (Degree or Diploma); 3 – 5 years related experience in research grants and contracts management
Database knowledge and grants management will be an advantage; Sound knowledge in MS Office (Word, Advanced Excel and Outlook)

Competencies: Analytical ability; Planning and organizing; Quality orientation; Attention to detail; Managing time and work / Deadline driven; Verbal and written communication skills

Closing Date: **08 October 2015**

Should you wish to apply, please visit the CAPRISA website, www.caprisa.org ; click the Careers icon to register your CV online.

Follow us on the following social networks and keep abreast of new employment opportunities and developments at CAPRISA.

Facebook: [caprisaofficial](https://www.facebook.com/caprisaofficial)

Twitter: [@CAPRISAofficial](https://twitter.com/CAPRISAofficial)

LinkedIn: <https://www.linkedin.com/company/caprisa>

Should you require any further information, contact the HR Officer, Pamela Job on 031 260 4688.

CAPRISA is an equal opportunity employer and is committed to Employment Equity.



National
Research
Foundation

CAPRISA hosts a DST-NRF
Centre of Excellence in HIV Prevention

CAPRISA hosts a MRC HIV-TB
Pathogenesis and Treatment Research Unit



Partner
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OF PUBLIC HEALTH



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