

The University of KwaZulu-Natal is committed to employment equity

HIV AIDS VACCINES ETHICS GROUP (HAVEG)

DISCIPLINE OF PSYCHOLOGY

SCHOOL OF APPLIED HUMAN SCIENCES

COLLEGE OF HUMANITIES:

PROJECT ADMINISTRATOR

FIXED TERM CONTRACT: 23 MONTHS (RENEWABLE)

PIETERMARITZBURG CAMPUS

REFERENCE NUMBER: HAVEG 01/2017

The HIV AIDS Vaccines Ethics Group (HAVEG) <http://www.saavi.org.za/haveg.htm> is based at the School of Applied Human Sciences, College of Humanities, University of KwaZulu-Natal, Pietermaritzburg. It undertakes empirical and conceptual research, and resource-development, regarding ethical-legal complexities in human trials of HIV preventive vaccines in South Africa.

We are searching for a motivated person to provide high-level support for financial, human resource, contractual, events-management and general administrative components for HAVEG projects and staff.

The successful incumbent will be appointed on a FIXED TERM basis, subject to the availability of funds.

GRADE 9

Minimum Requirements:

1. Grade 12 (Matric qualification);
2. One (1) year relevant post matric qualification;
3. Three (3) years' experience in a tertiary environment.
4. Sound knowledge of book-keeping, financial practice, management of cost-centres, budgets, and financial reporting. High level of competency in EXCEL.
5. Knowledge of events-coordination.
6. Knowledge of online travel bookings, procurement and personnel appointments.
7. High level of competency in MS word and excellent written communication skills.
8. A valid driver's license and willingness to travel.

Duties include:

1. To manage project finances including budgets, forecasts, income and expenditure reports, cost-centres and other aspects.
2. To support human resource components of the project, e.g. staff appointments.
3. To support the contractual components of the project, e.g. processing sub-awards.
4. To manage events, including travel.
5. To perform general administrative duties, such as procuring goods and services.

The incumbent will report to the Project Manager.

SHORTLISTED CANDIDATES MAY BE EXPECTED TO UNDERGO A SKILLS TEST.

The total remuneration package is cash only and does not include any benefits. The remuneration package offered will be dependent on the qualifications and experience of the successful applicant.

The closing date for receipt of applications is 28 February 2017.

Applicants are required to email Ms Nivedhna Singh at singhn7@ukzn.ac.za the following:

- A cover letter motivating your application.
 - A fully completed UKZN application form (see below) instead of a CV.
 - 2 contactable referees.
 - A copy of a valid driver's license.
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- See the relevant application form which is available on the Vacancies page of the University website at <http://vacancies.ukzn.ac.za/Home.aspx>
 - Click on download for '*application form – support*'.
 - Please state the advert reference number in your subject line.

An appointment will be based on individual merit, relative to criteria mentioned.

Candidates who do not meet all the minimum criteria will not be considered.