

**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 including people with disabilities.**

**COLLEGE OF HEALTH SCIENCES**

**Administrative Officer  
MAMAS (Mentoring Adolescent Mothers at School) Project  
(13-MONTH FIXED TERM APPOINTMENT)**

**SCHOOL OF CLINICAL MEDICINE  
MEDICAL SCHOOL CAMPUS**

The Women's Health and HIV Research Unit is seeking dynamic and experienced individual to fill the position of an Office Administrator for the MAMAS (Mentoring Adolescent Mothers at School) project. The candidates will primarily be based at the Women's Health and HIV Research Unit (Philasande Clinic) Prince Mshiyeni Hospital, Umlazi.

**DUTIES AND RESPONSIBILITIES:**

Overseeing financial and procurement administration – including participant reimbursement

- Purchasing of supplies and services, including acquisition of quotes; liaising with relevant suppliers; capturing the approved quotes; processing payments; control of supplies
- Communicate and report on status of pending purchases to ensure management's awareness of any possible delays etc
- Overseeing budget and expenditure control
- Ensuring that petty cash is available at all times
- Reconciliation of petty cash weekly

Overseeing the management and coordination of study vehicle for the site

- Control and coordinate the usage of vehicle, including administrative process of logbooks and petrol card use

Overseeing the logistical arrangements for all study events and activities for site

- Coordination of all site visit programmes, meetings, workshops and trainings at the site
- Make travel, transport and accommodation arrangements

4. Oversee the day to day functioning of the site, management of equipment and facilities at the site

- Housekeeping – ensure the site is kept clean, neat and tidy
- Serve as the point person for all clinic staff around facilities and equipment
- Ensuring that all equipment is in working condition at all times
- Monitoring and maintenance of all office equipment, appliances

**MINIMUM REQUIREMENTS:**

- Matric/Senior Certificate/Grade 12;
- One-year relevant qualification AND
- 2 years' relevant administrative experience.

**Essential Requirements:**

- Experience in income and expenditure control;
- Previous experience in processing quotations;
- High level of computer literacy with proficiency specifically in MS Office package;
- Attention to detail;
- Planning and Organising AND
- Communication Skills.

**The total monthly salary is R14 363.**

**The closing date for receipt of applications is 15 Sep 2017.**

Enquiries may be addressed to [shaziZ1@ukzn.ac.za](mailto:shaziZ1@ukzn.ac.za)

Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za).

Completed forms may be sent to [shaziZ1@ukzn.ac.za](mailto:shaziZ1@ukzn.ac.za).

**Please state the JOB TITLE in the subject line.**