# The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**SCHOOL OF ACCOUNTING, ECONOMICS & FINANCE**

**PROJECT ADMINISTRATOR**

**(6 Months Fixed-Term Appointment)**

**(PEROMNES GRADE 11)**

**REFERENCE NO: AEF\_INSETA1/2020**

**WESTVILLE CAMPUS**

The School of Accounting, Economics and Finance seeks to appoint a proactive project administrator on a six month fixed – term appointment to work with Insurance Sector Education and Training Authority (INSETA) funded projects executed by the school.

**Duties will include, but not be limited to the following:**

Administrative, financial and technical support activities;

Implementing and monitoring budget plans;

Organising workshops, Supplementary Instruction meeting and courses;

Attending project-related meetings;

Preparing project reports.

**Minimum requirements:**

Matric plus a one-year qualification in project management/administration or a related field;

Two years’ relevant experience in project administration;

Demonstrable experience in financial management;

Evidence of expertise with standard computer packages, including the use of spreadsheets;

A driver’s licence.

This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills.

The incumbent will report to the Director for Self-Funded Teaching Programme (SFTP) and will be based on the Westville campus.

For further information, contact Dr Bomi Nomlala (nomlalabc@ukzn.ac.za). Remuneration will be dependent on qualifications and experience of the successful applicant, and will be in accordance with the University’s policy on fixed term appointments.

**Applicants are required to complete the relevant application form which is available on the vacancies page of the University website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za/) **with a brief motivation, clearly indicating how they meet the minimum requirements, and the relevant experience for the position applied for.**

**Completed forms may be sent to nyuswaz@ukzn.ac.za**

**Please state the advert reference number in your subject line.**

The closing date for receipt of applications is 4pm on Thursday 21 May 2020. Only shortlisted applicants will be contacted.