

**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.**

**Applicants who had previously applied need not to re-apply, as their applications will be considered**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**RE-ADVERTISEMENT**

**ADMINISTRATIVE OFFICER  
PEROMNES GRADE 10  
(THREE YEAR FIXED TERM APPOINTMENT)  
AEROSPACE SYSTEMS RESEARCH INSTITUTE  
SCHOOL OF ENGINEERING  
HOWARD COLLEGE CAMPUS**

**REF NO.: UKZN\_000148**

This position is in the Aerospace Systems Research Institute (ASRI). The incumbent will be required to carry out administrative duties such as procurement, including assisting in sourcing goods/services, preparation of purchase requisitions and documentation, obtaining quotations and following up with suppliers. S/he will assist in the compilation, monitoring and updating of budgets, asset monitoring, processing and filing of invoices for audit purposes, attending to cost recovery for eg. telephone, fax, photocopy charges, use of vehicles, implements, equipment, externally funded travel etc. S/he will also generate monthly cost centre reports, tracking expenditure against project deliverables, preparing purchase requisitions, liaising with School, College and Research Financial Services personnel, arranging bursary payments, reconciling credit card purchases, and ensuring that ASRI financial reports are generated on time. S/he will assist in the production of grant applications, loading research contracts on the University legal system, submitting research update reports and reporting on research outputs. Further s/he will be expected to manage the ASRI office by scheduling and coordinating ASRI stakeholder engagements eg. meetings and STEM events, liaising with the buying office, liaising with the academic administrators in the School of Engineering, finance divisions and suppliers of goods and services, maintaining a comprehensive filing system of all financial documentation and operational correspondence, undertaking organizational duties associated with ASRI functions including agenda preparation, minute taking, catering, and coordinating travel arrangements and flight reservations.

The incumbent will report to Professor Michael Brooks of the Aerospace Systems Research Institute.

**Minimum Requirements:**

- Matric plus a 1-year relevant qualification
- Three (3) years relevant experience in a similar environment
- High level of competency in word processing and spreadsheets,
- Experience in administering research grants

Shortlisted candidates may be required to undergo a skills test.

Enquiries and details regarding the post may be directed to Prof Michael Brooks at email: [brooks@ukzn.ac.za](mailto:brooks@ukzn.ac.za). Tel. 031 260 3201.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 22 September 2023.**

Apply at the following link: <https://ukzn.ci.hr/applicant/index.php>

**The University reserves the right not to make an appointment to this advertisement.**

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*