

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativeness within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF HEALTH SCIENCES

**ASSISTANT ADMINISTRATIVE OFFICER
ONE YEAR FIXED-TERM
DISCIPLINE OF PAEDIATRICS AND CHILD HEALTH
SCHOOL OF NURSING AND PUBLIC HEALTH
(AFRICAN PAEDIATRIC FELLOWSHIP PROGRAMME)**

MEDICAL SCHOOL

REFERENCE NUMBER: CRH APFP 01 (2025)

The **African Paediatric Fellowship Program-University of KwaZulu-Natal (APFP-UKZN)** is a fellowship program under the auspices of the Department of Paediatrics and Child Health at the University of KwaZulu-Natal. The aim of the APFP-UKZN is as follows:

- To create a network of skilled African healthcare professionals who can develop capacity in child health through clinical service provision, training, and research in sub-Saharan Africa
- To build capacity in Africa to improve child health
- To empower skilled healthcare professionals to use their knowledge gained to lobby for improving child health in their home countries and
- To support sub-specialist capacity building in South Africa and the African continent

APFP-UKZN wishes to appoint a Programme Administrator to provide administrative support to the Programme Coordinator and Programme Director.

Minimum Requirements:

- Grade 12/Senior Certificate/Matriculation or equivalent
- Two-year relevant qualification
- Two years of demonstrable experience working in an administrator role with relevant experience in monitoring and evaluation
- Proficiency in Microsoft package and virtual platforms
- Prior experience in planning and coordinating meetings.
- Driver's licence (Code 08)

Essential Requirement:

- Experience with website content loading
- Communication skills in English and sound report writing skills
- Ability to work independently.
- Evidence of being a team player, working with the team to deliver the project on time.

This post reports to Professor R Masekela. Enquiries regarding this post may be directed to Ms Lungelo Khanyile 031-260 4811. The job profile is available from KhanyileL3@ukzn.ac.za - prefer email communication.

You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The closing date for receipt of applications is 27 January 2025. The University reserves the right not to make any appointment.

Applicants are required to complete the Application form - Support, which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms and CVs may be sent to Ms Lungelo Khanyile by email at KhanyileL3@ukzn.ac.za. Shortlisted candidates will be subjected to and required to undergo a skills test.

The advert Reference Number MUST be clearly stated in the subject line.