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

**COLLEGE OF HUMANITIES**

**SCHOOL OF SOCIAL SCIENCES**

**(SARChI CHAIR: THE STUDY OF THE NATIONAL QUESTION)**

**RESEARCH ADMINISTRATIVE OFFICER**

**Three Months Contract**

**HOWARD COLLEGE CAMPUS**

**PERSOMNES GRADE 10**

**REFERENCE NUMBER: SARCHI 01**

The school of Social Sciences consists of seven disciplines: Anthropology, Sociology, Psychology, Social Work, Political Science, Development Studies and Geography. The incumbent should be proficient with databases, survey data analysis software, and reporting tools. They should know how to import data into SPSS, run descriptive statistics, perform t-tests or ANOVA, and interpret the output. S/he should have strong organizational, communication, and project management skills. S/he should be able to handle multiple deadlines and details.

**MINIMUM REQUIREMENTS:**

* Matric plus a relevant one-year post-school qualification.
* Three years of relevant experience in a similar environment.
* Prior experience in research settings.
* Computer literacy.
* File management, data entry, and navigating software interfaces.
* Demonstrable ability to use SPSS and NVIVO.
* Ability to organise, clean, and prepare data for analysis, including handling missing data and coding variables.
* Verifying and inputting records and ensuring data completeness and integrity.
* Transcribing data from source documents.
* Experience in scheduling meetings, minute-taking and research administration.
* Providing general administrative support.

**The remuneration offered will be in accordance with the UKZN Fixed Term Rates of pay.**

**The closing date for receipt of applications is 12th August 2025 at 12 PM.**

**Applicants are required to complete the relevant application form, which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Please e-mail applications to:** maart@ukzn.ac.za and Christisonp@ukzn.ac.za

**School of Social Science.**

***Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Information Act, 2013 “, POPIA”) submitted by candidates when applying for positions at the University. The provision of Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is 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.***