**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.**

**COLLEGE OF HUMANITIES**

**PROJECT ADMINISTRATOR**

**ONE-YEAR FIXED-TERM APPOINTMENT**

**(RENEWABLE BASED ON FUNDING)**

**SCHOOL OF SOCIAL SCIENCES**

**HOWARD COLLEGE CAMPUS**

**REFERENCE NO: PADMIN01/2025**

The School of Social Science seeks to appoint a Researcher in the discipline of Development Studies under Population Studies. The incumbent will be required to work on a range of projects, support the supervisor's research areas and/or projects through active participation and supervision of data collection, analysis, and report writing.

The successful candidate will be responsible for the efficient administration and planning for the projects milestones.

Preference will be given to candidates who are currently registered for a PhD in Population Studies, at the University of KwaZulu-Natal

The incumbent will report to the Principal Investigator of the research project.

# Minimum requirements

* + Master’s degree in Population Studies
  + Three (3) years’ experience in project management in a research environment
  + Good publication record with at least five (5) peer reviewed journal articles, and/or chapters

Enquiries and details regarding the post may be directed to Prof.Pranitha Maharaj: [Maharajp7@ukzn.ac.za](mailto:Maharajp7@ukzn.ac.za)

**The remuneration package offered will be in line with UKZN fixed term rates of pay.**

**The closing date for applications is Wednesday, 17 September 2025.**

**Applicants are required to submit a covering letter and CV. The letter must provide details of the candidate’s fulfilment of each of the minimum requirements as listed above.**

**Please e-mail applications to** **the School Office Administrator, Siyabonga Kongolo, email:** [**KongoloS@ukzn.ac.za**](mailto:KongoloS@ukzn.ac.za)

***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 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. We refer you to the University's relevant Section 18 notice at*** [***http://vacancies.ukzn.ac.za/Libraries/General\_Documents/Section\_18\_Notice\_-***](http://vacancies.ukzn.ac.za/Libraries/General_Documents/Section_18_Notice_-_Employees_and_Potential_Employees.sflb.ashx)

[***\_Employees\_and\_Potential\_Employees.sflb.ashx***](http://vacancies.ukzn.ac.za/Libraries/General_Documents/Section_18_Notice_-_Employees_and_Potential_Employees.sflb.ashx)