

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

**USINGA ASSISTANT ADMINISTRATOR: FIELDWORKERS
4 Months Fixed Term Appointment
SCHOOL OF SOCIAL SCIENCE
HOWARD COLLEGE CAMPUS
REFERENCE NO: SOSS: UAAF01/2025**

The School of Social Science seeks to employ 37 fieldworkers and will be responsible for day-to-day data collection in Umlazi Ward 79, Ward 82 and Ward 88, using a set of data collection instruments for the follow-up round for USINGA. USINGA is a health and demographic surveillance system (HDSS), which is one of seven research nodes of the South African Population Research Infrastructure Network (SAPRIN).

Successful candidates will be expected to collect data for the USINGA follow-up data collection round, ensuring that data is collected accurately, is reliable, and is of good quality. The individual must have the ability to manage sensitive and confidential study information and must be able to work well within a team. Data collection happens in regular rounds and is organized in sequential week blocks.

The successful candidate will be reporting to a USINGA Fieldwork Supervisor.

MINIMUM REQUIREMENTS:

- Grade 12
- Experience in field-based data collection
- Knowledge about HDSS and Longitudinal Surveillance data collection systems
- Must be computer literate, with proficiency in the use of electronic data collection devices (e.g., smartphones/tablets)
- Good verbal and written communication skills in English and isiZulu
- Must be a resident and household member from within the USINGA Study area (Umlazi Ward 79, 82 or 88)

For queries, contact USINGA on USINGA@ukzn.ac.za

The closing date for receipt of applications is Thursday, 25th September 2025

Please state the job title and the reference in the subject line

Applicants are required to submit the following:

- A comprehensive CV outlining the relevant experience.
- Certified copies of certificates.

Applications must be emailed to USINGA@ukzn.ac.za.