



The University of Zululand subscribes to the principles embedded in the Employment Equity Act

(RE-ADVERTISEMENT)

**PROJECT ADMINISTRATOR: UNIVERSITY CAPACITY DEVELOPMENT GRANT (UCDG)
(3 YEAR FIXED TERM CONTRACT – EXTERNALLY FUNDED)
REFERENCE NUMBER: 2018/08/4278**

The purpose of this position is to manage and administer the implementation of the University Capacity Development Grant for a fixed term period of up to 3 years.

KEY PERFORMANCE AREAS

- Manage the funds efficiently
 - ✓ Ensure that the funder agreements are efficiently managed.
 - ✓ Ensure the funds are administered according to funder/donor requirements and university policies and procedure.
 - ✓ Process grants for release within the funders financial rules and policies
- Administration Support/record keeping
 - ✓ Create and manage unit documentation for audit purpose.
 - ✓ Undertake and process reconciliations
 - ✓ Collate data for reporting
 - ✓ Arrange information session for Grant holders
- Report writing
 - ✓ Create and manage unit documentation for audit purpose.
 - ✓ Undertake and process reconciliations
 - ✓ Collate data for reporting
 - ✓ Arrange information session for Grant holders
- Event Coordination
 - ✓ Management of the communication processes that are focused on Grant-holders.
 - ✓ Facilitate & ensure that annual strategic planning meeting

MINIMUM REQUIREMENTS

- Bachelor of Commerce in Accounting
- Project Management would be an advantage
- Minimum one (1) year experience in Financial and Grant management

OTHER REQUIREMENTS

Knowledge

- MS Office Suite
- Financial Principles

Skills

- Communication
- Interpersonal
- Minute Taking
- Administrative
- Proficiency
- Planning & Organising
- Time Management
- Reporting
- Analysis
- Networking

Behaviour / Attributes

- Attention to Detail
- Organised
- Work Under Pressure
- Independent

CLOSING DATE: 16 September 2018

The University reserves the right not to make an appointment in the position or level as advertised.

To apply please log on to PNET (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

Communication will be entered into with shortlisted candidates only.