



**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](http://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.**