



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

GRANTS MANAGEMENT OFFICE

**PROJECT ADMINISTRATORS: FOUNDATION GRANT AND UCDP GRANT
(5 YEAR FIXED TERM CONTRACT – EXTERNALLY FUNDED)**

REFERENCE NUMBER: 2019/10/FG01 and 2019/10/DT10

GRADE 9

The primary purpose of the this position is to run, administer and organise successful Grants in cooperation with and under the direction of the Project Manager: Grants Management, aiming at achieving flawless execution of all activities. To maintain neat, orderly, accurate documents.

KEY ACTIVITIES

- Preparation of project plan.
 - Receive department proposals and collate into DHET template as a university submission.
 - Assist in preparing proposals, budgets and timeframes for the Grants.
- Project Management.
 - Coordinate all aspects of designated engagement of the Grant and act as a central point of contact for the project team including external stakeholders, facilitators and internal stakeholders.
 - Facilitate meetings, workshops as appropriate.
 - Ensuring consistent and accurate administration of grant.
 - Handle project related enquiries both internally and externally and escalate to the Project Manager: Grants Management as required.
 - Monitor and track activities to ensure deliverables are met and are aligned to the project plan.
 - Prepare reports to provide project status updates to the Executive Director: Institutional Planning
 - Respond to enquiries about engagement services including facilitation or mediation services and where appropriate converting these into prospective projects
 - Prepare annual reports to be submitted to DHET through the Office of the Executive Director: Institutional Planning.
- Financial Control.
 - Maintain financial databases of all cost centres.
 - Administering budget.
 - Monitor expenditure to avoid under/over expenditure.

MINIMUM REQUIREMENTS

- Minimum University Diploma or Bachelors Degree.
- Project Management Skills.
- Minimum three (3) years' project administration experience

OTHER REQUIREMENTS

Knowledge

- Project Management Principles
- MS Office Suite Proficiency
- Financial Principles

Skills

- Communication
- Interpersonal
- Reporting
- Time Management / Organisational Skills
- Relationship Management
- Facilitation
- Coordination
- Problem Solving

Behaviour / Attributes

- Attention to detail
- Multi-tasking
- Work under pressure
- Confidential
- Reliable
- Ethical
- Initiative

CLOSING DATE: 27 October 2019

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.