



**UNIVERSITY OF
ZULULAND**

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

RESEARCH AND INNOVATION OFFICE

ADMINISTRATOR: CONTRACTS AND GRANTS (5 YEAR FIXED TERM CONTRACT)

REFERENCE NUMBER: 2023/06/VV75

GRADE 11

The primary purpose of this role is to administer and coordinate all grants and compliance applications for researchers.

KEY ACTIVITIES

- Coordination of grants and compliance
- Research Output & Communication
- Administration
- Designated Authority on NRF Connect
- General office work and other

MINIMUM REQUIREMENTS

- Bachelor's Degree in Finance / Accounting.
- Minimum One (1) to Two (2) years' relevant experience.
- A valid driving licence.

OTHER REQUIREMENTS

Knowledge

- Computer Literacy (Ms Word and MS Excel)
- Online Application Systems

Skills

- Communication skills (written and verbal)
- Interpersonal
- Time management
- Problem solving

Behaviour / Attributes

- Attention to Detail
- Accuracy
- Patience
- Team Player

CLOSING DATE: 11 June 2023

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.

The University reserves the right not to make an appointment. Communication will be entered into with the shortlisted candidates only.

By applying for this position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, Identity number, banking details, address, resume' etc., may be used, distributed, handled or processed and/or stored for purposes of the Recruitment and Selection process of the University.

Please note in terms of the University's recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity.