



**UNIVERSITY OF  
ZULULAND**

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

**RESEARCH AND INNOVATION OFFICE**

**ADMINISTRATOR: NRF BURSARIES (5 YEAR FIXED TERM CONTRACT)**

**REFERENCE NUMBER: 2023/06/VV70**

**GRADE 11**

The primary purpose of this role is to administer all funding and grant bursary applications for postgraduate students.

**KEY ACTIVITIES**

- Bursary / Funding Application for all grants
- Communication
- Administration
- Training

**MINIMUM REQUIREMENTS**

- Relevant Bachelor's Degree.
- Minimum One (1) to Two (2) years' relevant administration experience.

**OTHER REQUIREMENTS**

**Knowledge**

- Computer Literacy (Ms Word and MS Excel)
- Research Management

**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](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.**

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.