

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF HEALTH SCIENCES**

**PROJECT ADMINISTRATOR**

**(6 month with Renewal Based On Funding)**

**Paediatrics & Child Health**

**SCHOOL OF CLINICAL MEDICINE**

**NELSON R MANDELA SCHOOL OF CLINICAL MEDICINE**

**REF NO: PATS-2023**

***Preamble taken from job profile***

The Pan African Thoracic Society (PATS) was formed to create a representative African respiratory society for the continent and to address the high burden of respiratory illnesses in Africa. The overall aim of PATS is to promote lung health in Africa through education, training, research and advocacy. Since 2003, PATS has grown, becoming a voice for lung health in Africa, undertaking educational, research and advocacy initiatives and building African capacity to address the challenges of improving lung health on the continent. PATS currently has over 1000 members from 33 different African countries. To this effect, PATS is looking to hire a Project Administrator based at the University of KwaZulu-Natal.

**Minimum Requirements:**

- Grade 12/Senior Certificate/Matriculation;
- One-year relevant qualification;
- One-year relevant experience;
- Computer literacy with experience in word processing and spreadsheet, Dropbox, Zoom AND
- Drivers' licence (Code 08).

**Essential Requirements:**

- Communication skills in English AND
- Sound report writing skills.
- Ability to work independently

**The Following Will Be An Advantage:**

- Experience with online CMS setup, adjustments and custom coding, particularly Wordpress and PHP;
- Good knowledge of PHP, HTML, CSS and WordPress;
- Demonstrable experience of working in a similar role at a comparable level in a company for at least 1-2 years AND
- Prior experience planning and coordinating conferences or meetings.
- Experience with financial reporting

This post reports to the Head of Department at Paediatrics & Child Health. Enquiries regarding this post may be directed to Professor R Masekela (HOD) on Tel: 031-2604345 or 031-2604348, Email: [masekelar@ukzn.ac.za](mailto:masekelar@ukzn.ac.za). The job profile is available from Professor R Masekela - prefer email communication.

You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx> -

**The closing date for receipt of applications is 03 March 2023. The University reserves the right not to make any appointment.**

**Completed forms may be sent to Nqobile Ndimande on email: [NdimandeN2@ukzn.ac.za](mailto:NdimandeN2@ukzn.ac.za)  
Advert Reference Number MUST be clearly stated in the subject line.**