

Applications are invited from interested person(s) for the under mentioned post.

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our **ENVISION2030** strategy, DUT's DNA has two strands, namely 'people- centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by a number of double pairs consisting of 'values and principles' that bind our double-helix together. The extrinsic expression of our DNA is via The DUT-Way; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that was been recognized recently when The Times Higher Education's World University Rankings placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

DURBAN UNIVERSITY OF TECHNOLOGY BUSINESS SCHOOL RESEARCH ADMINISTRATOR (POST REFERENCE NUMBER: BS01)

The Research Administrator supports the Deputy Dean and Research team in the implementation of policies, procedures and systems by coordinating the administration of designated funds and collating reports on research activities and events in order to ensure excellent customer service and alignment with the objectives of the DUT Business School.

MINIMUM REQUIREMENTS

- M (+3) NQF Level 6 in Management Sciences
- Two years proven experience in administration including enrolment of postgraduate students, financials and proposal writing.

KNOWLEDGE AND SPECIAL REQUIREMENTS

- Specialist Admin. System, e.g., ITS, IRMA, NEXUS and Integral Tertiary Software
- Higher Education Statute/Rules
- Good written and verbal communication skills
- Computer proficiency in MS Office
- Ability to work independently
- Ability to troubleshoot

SUMMARY OF DUTIES

- As part of Research Management and Development team timeously implements tasks in the administration of Research
- Events Coordination - assists in the co-ordination and arrangement of research functions/meetings and workshops held on or off campus
- Ensures satisfaction of core customers
- Maintains sound relationships with colleagues and contributes to team effort
- Perform any other duties as assigned by the Director: Research and Deputy Dean
- Takes responsibility for own personal and professional self- development by attending relevant courses/workshops, performing duties outside area of responsibility

- Captures data efficiently and provides information as directed by the Director: Research and Deputy Dean
- Submits work and statistics reports to Director: Research, Deputy Dean and DoE
- Represents the Research Management and Development function as required

Contact Person : Pirya Naidoo/Maud Mthembu
Contact Email : careers@dut.ac.za
Status of Position : Permanent
Salary : Market Related
Status of Positions : Permanent

Applications should include:

- A fully completed prescribed application form which can be obtained from www.dut.ac.za (under the **QUICK LINKS** tab - @careers)
- A detailed curriculum vita (explicitly stating experience or knowledge in the above mentioned fields)
- Covering letter.
- Certified copies of all academic records and certificates
- Current contact information of referees
- No manual applications will be accepted and incomplete applications will be disregarded.
- Please email application to careers@dut.ac.za and quote the post reference and post description in the subject line.

CLOSING DATE: 20 JUNE 2023

Please note:

“The University reserves the right not to appoint” or to re-advertise to widen the pool of applicants

Verification will be conducted on preferred candidates only.

DUT reserves the right to do a complete verification of the information you have provided.

DUT reserves the right to contact your referees or request additional referees.

While DUT strives for equal opportunities, preference will be given in terms of the University’s Equity Plan, with specific consideration for Female candidates.