

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representativity within the Institution Preference will be given to applicants from the African designated groups.

COLLEGE OF HEALTH SCIENCES

**ACADEMIC DEVELOPMENT OFFICER
(GRADE 10)**

(3 Year Fixed Term)

**SCHOOL OF LABORATORY MEDICINE & MEDICAL SCIENCES
MEDICAL SCHOOL CAMPUS MBCHB curriculum years 1-3 (One post)
REFERENCE NO.: LMMS03/2015**

The School of Laboratory Medicine and Medical Sciences wishes to appoint a dynamic, energetic and motivated person who will contribute actively to teaching and learning, research and community engagement in line with the vision, mission and goals of the University, College and School. The successful candidate is expected to develop, implement, co-ordinate, monitor and evaluate a comprehensive academic development programme (student support) for all undergraduate students in the first 3 years of the MBCHB curriculum in consultation with the Academic Coordinators, Principal Programme officer, School Manager and the Academic Leader: Teaching and Learning. The incumbent is also expected to supervise academic and peer wellness mentors within the School

MINIMUM REQUIREMENTS:

- Honours degree in Anatomy or Physiology or a professional undergraduate health science qualification
- Experience in mentoring and tutoring of students

GENERAL REQUIREMENTS:

- Knowledge of education / health related disciplines
- Good communication skills in both English and isiZulu
- Experience in assisting students and staff with teaching/ learning issues
- Familiarity with the academic monitoring programme of the University and the College
- Familiarity with the student support mechanisms in the University and the College
- Basic computer literacy in Microsoft office package
- Ability to work in a team as well as independently
- Experience in the writing of reports
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This post reports to the Principal Programme Officer. Enquiries regarding this post may be directed to Ms M Mngadi on 031 260 4731. The job profile is available from Mrs SE Khuzwayo, tel: 031 260 4418 or e-mail:khuzwayo@ukzn.ac.za.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 31 August 2015.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to Recruitment-chs@ukzn.ac.za Please state the advert reference number in your subject line.