

The University of KwaZulu-Natal is committed to employment equity.

For this position applications are invited from designated Africans only.

COLLEGE OF LAW AND MANAGEMENT STUDIES

STUDENT SUPPORT SERVICES

CAREER DEVELOPMENT OFFICER: GRADE 10

WESTVILLE, PIETERMARITZBURG & HOWARD COLLEGE CAMPUSES

REF NO: LM06/2014

The incumbent will be responsible for the implementation of the career development activities/programmes across the 3 campuses (Westville, PMB, Howard). This includes liaising, negotiating and networking with internal and external stakeholders (viz. potential employers) to participate in Graduate Recruitment, Career Exhibitions, and Student Employment including promotions, internships and learnerships. S/he will also be expected to provide training for students in the preparation for the world of work and disseminate career information. S/he will further be required to research, monitor and evaluate programmes.

Minimum Requirements:

- A relevant three year degree or diploma
- At least 3 years' relevant experience at a tertiary institution
- Excellent organisational and planning skills to include proven large scale event management skills
- Proven track record of being an effective team member with good time management skills
- Exceptional communication (written and oral), interpersonal, networking, negotiating skills in a collaborative multi-disciplinary environment
- Experience in workshop facilitation
- Proficiency in the use of Microsoft packages (MS Word, Excel, PowerPoint, etc.)
- Valid driver's Licence (Code 08) and have own vehicle/transport

Advantages:

- Honour's degree

The incumbent will report to the Manager: Student Support Services. Enquiries and details regarding this post, as well as the request for the job profile may be directed to Miss Aliya Vaid at tel: (031) 2608875 and email: vaid@ukzn.ac.za

Appointment to this post will be on the January 2012 Conditions of service.

The remuneration package offered includes benefits and will be dependent on the qualifications and or experience of the successful applicant.

The closing date for receipt of applications is the 31 January 2015

Applicants who previously applied for this position must not re-apply

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-landm@ukzn.ac.za Please state the advert reference number in your subject line.