

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.

**CORPORATE RELATIONS
INTERNATIONAL RELATIONS
GLOBAL ENGAGEMENT COORDINATOR (X1)
POST)
(PEROMNES GRADE 9)
HOWARD COLLEGE**

REF NO: CR02/2020

This role exists in the International Office within the Corporate Relations Division.

The **Global Engagement Coordinator** should be a confident self-starter and be able to work independently. The role is responsible for providing support, maintaining relationships with key stakeholders (internal and external), and ensuring effective and timely communication. This position will also have a shared responsibility for leading activities and managing student communication in the day-to-day operations of the Office – including coordination, implementation and operations of the office. The coordinator: Oversees the programmatic, operational and fiscal management of International Student Support Services. Plays an advisory role to International Students Association to promote effective international student governance. Design and implement internal policies for efficient functioning of the office and assisting with the publicity materials.

Minimum Requirements:

- Matric and a three (3) year bachelor's degree qualifications (degree or diploma)
- 2 -3 years administrative experience in a tertiary education institution preferably in the area of international students.
- Demonstrated Computer Proficiency.
- Demonstrated ability to communicate effectively in intercultural situations and working with a diverse student body.
- Demonstrated accuracy and thoroughness.
- Demonstrated commitment to diversity.
- Knowledge of university's procurement and financial systems
- Knowledge and understanding of ITS
- Knowledge and understanding of events/conference coordination.
- Knowledge and understanding of internationalisation in higher education

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs. C Mbuli, 031 260 3378 or e-mail: Mbulic@ukzn.ac.za.

The total remuneration package offered includes benefits. The closing date for receipt of applications is 21 February 2020.

Applicants are required to complete the relevant application form which is available on the vacancies website at www.ukzn.ac.za. Completed forms must be sent to recruitment-ctm@ukzn.ac.za. The advert reference number must be clearly stated in the subject.