

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

COLLEGE OF HEALTH SCIENCE

SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCE

**ACADEMIC DEVELOPMENT OFFICER
PERMANENT
(PEROMNES GRADE 10)**

Medical School Campus

REF NO.: LMMS02/2020

The School of Laboratory Medicine and Medical Science seeks to appoint an Academic Development Officer. The successful incumbent will be required to render an effective and efficient administrative service to the Bachelor of Medicine and Bachelor of Surgery students and assist with some module administration.

Duties will include, but not be limited to, academic monitoring of students, offer student support, academic development administration and student/staff queries associated with the position. The incumbent must be proficient in English, and will be required to have a high level of competency in word processing and spreadsheets; and good interpersonal, communication and writing skills.

This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure. S/he should also have excellent interpersonal and organisational skills.

The incumbent will report to the Principal Programme Officer and will be based on the Medical School Campus.

Minimum Requirements:

- **A postgraduate student (Masters or PhD student)** from the **College of Health Science**
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel); and
- Must have a good academic record
- Must be familiar with the University Policies, Rules & Regulations, including the Student Monitoring and Exclusions Policy.
- Must demonstrate good communication skills, report writing and administration
- Must be familiar with the curriculum
- Must be familiar with student support resources

Essential Requirements

- Demonstrable experience in tutoring, laboratory demonstration and mentoring

This post reports to Principal Programme Officer. Enquiries regarding this post may be directed to Ms. N Mngadi (Principal Programme Officer – Mngadin@ukzn.ac.za) on 031-260 4731. The job profile is available from Mrs. E Khuzwayo, tel: 031 260 4418 or e-mail: Khuzwayo@ukzn.ac.za.

Shortlisted candidates may be required to undergo a skills test.

Appointment to the permanent post will be on the January 2018 conditions of service. The total remuneration package offered includes benefits.

The closing date for receipt of applications is Friday, 21 February 2020.

The University however, reserves the right in special circumstances to accept late applications or to extend the above date in order to facilitate further searches. 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