

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativeness within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF HEALTH SCIENCES**  
**SCHOOL OF HEALTH SCIENCES**  
**ACADEMIC DEVELOPMENT OFFICER**  
**(GRADE 10)**  
**WESTVILLE CAMPUS**  
**REFERENCE NO: HS03/2023**

The School of Health Sciences wishes to appoint a dynamic, energetic and motivated individual who will contribute actively to teaching and learning, research and community engagement in line with the vision, mission and goals of the University, College, School and Disciplines. The successful candidate is expected to develop, implement, coordinate, monitor and evaluate a comprehensive academic development and support programme for undergraduate and postgraduate students in the School of Health Sciences. The individual is expected to consult with Academic Leaders and other senior members in the School in fulfilling their role.

**Minimum Requirements:**

- A relevant Undergraduate Degree.
- Proven experience in mentoring and tutoring students

**General requirements:**

- Good communication skills in both English and IsiZulu
- Sound administrative and report writing skills
- Knowledge of Health Science related disciplines and curriculum
- Familiarity with the academic monitoring and support programme of the University and the College
- Familiarity with the student support mechanisms in the University and the College
- A high level of proficiency in the Microsoft office package
- Ability to work in a team as well as independently

**Advantages:**

- A relevant degree from the College of Health Sciences.
- A postgraduate qualification will be an added advantage.

**This post reports to the Principal Programme Officer. Enquiries regarding this post may be directed to Mr Vishnu Govender on (031) 260-7925, e-mail address: [govenderv@ukzn.ac.za](mailto:govenderv@ukzn.ac.za) . The job profile is available from Mr TS Mpembe (HR Consultant), Tel: (031 ) 260-7886 or e-mail: [mpembet@ukzn.ac.za](mailto:mpembet@ukzn.ac.za).**

**The closing date for receipt of applications is 03 March 2023. 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.gc.za](http://www.ukzn.gc.za) Completed forms may be sent to [recruitment-chs@ukzn.ac.za](mailto:recruitment-chs@ukzn.ac.za).**

**Advert Reference Number MUST be clearly stated in the subject line.**