

**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 SCIENCES**

**ACADEMIC DEVELOPMENT OFFICER  
(PEROMNES GRADE 10 – PERMANENT POST)  
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCE  
MEDICAL SCHOOL CAMPUS**

**REF NO.: T/LMMS01/2024**

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 MBChB students within the School and assist with some module administration.

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

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

**Minimum Requirements:**

- A relevant Masters' degree from the College of Health Science
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel); and
- At least two years of experience 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 MBChB curriculum
- Must be familiar with student support resources

**Advantages:**

- Demonstrable experience in tutoring and mentoring

**This post reports to the Principal Programme Officer based on the Medical School Campus. Inquiries 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 Mr. Muzikayise Ntuli, tel.: 031 260 4418 or email: [ntulim@ukzn.ac.za](mailto:ntulim@ukzn.ac.za) Shortlisted candidates may be required to undergo a skills test.

**Please include the reference number of the post in the subject line.**

**The closing date for receipt of applications is: 12 February 2024.**

**Applicants who are interested are required to complete the relevant application form, which is available on the vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za).**

**To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>**

**NB: Those who have already applied for this post, need not re-apply, their applications will be considered together with any new applications received for this post.**

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*