The University of KwaZulu-Natal is committed to Employment Equity

FIXED TERM CONTRACT TO END DECEMBER 2017

<u>RESEARCH DIVISION</u>

PROJECT CO-ORDINATOR (DHET PROJECT)
CENTRE FOR CRITICAL RESEARCH ON RACE AND IDENTITY
(CCRRI)

HOWARD COLLEGE
(PEROMNES GRADE 8)

REF NO: RO02/2015

The appointee will act as a Project Co-ordinator for the DHET Project (a suite of projects centred on obstacles and opportunities within the higher education and training sector in South Africa). The Project Co-ordinator will work with and under the direction of the Senior Project Officer in fulfilling the needs of the project in line with the procedures and processes which have been established.

Minimum Requirements:

- Master's Degree (preferably in Education, Social Sciences or Humanities);
- Three (3) years' relevant work experience in a university or research institution, in a capacity relevant to the project;
- Two (2) years' experience managing research projects;
- Experience in project and report writing;
- Computer literacy particularly in MS Word, Excel, PowerPoint and Project;
- Knowledge of tracking systems in project management.

Advantages:

- A PhD degree;
- Fluency in one or more official South African Languages other than English;
- Research experience in the field of higher education and / or social transformation;
- Administration of websites and online platforms;
- Knowledge and/or understanding of the Higher Education Sector ;
- Academic publication in one or more areas relating to social justice, sectoral transformation, discrimination and educational success.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 28 January 2015.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Noxolo Hlathi, 031 2607916 or e-mail: <u>hlathin@ukzn.ac.za</u>.

Applicants are required to complete the relevant application form which is available on the Vacancies website at <u>www.ukzn.ac.za</u>

Completed forms must be sent to <u>recruitment-nh@ukzn.ac.za</u>
The advert reference number must be clearly stated on the subject line.