

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

SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES

**ACADEMIC DEVELOPMENT OFFICER
6 MONTH FIXED-TERM CONTRACT
(PEROMNES GRADE 10)
WESTVILLE CAMPUS**

REF. NO.: T/LMMS01/2019

The School of Laboratory Medicine and Medical Sciences seeks to appoint an Academic Development Officer, on a six months fixed term contract. The successful incumbent will be required to render an effective and efficient administrative service to the Anatomy students within the School 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 Westville Campus.

Minimum Requirements:

- Student must be a **postgraduate student (Masters or PhD student)** from the **College of Health Sciences**
- 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

Advantages:

- Demonstrable experience in tutoring, laboratory demonstration and mentoring

Shortlisted candidates may be required to undergo a skills test.

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

The remuneration will be in accordance with the University's policy on fixed term appointments.

The closing date for receipt of applications is 22 January 2019.

Applicants are required to complete the relevant application form, which is available on the vacancies page of the University website at www.ukzn.ac.za. Completed forms must be emailed to Ms. Ntokozo Mngadi (Mngadin@ukzn.ac.za)