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

**STUDENT SERVICES DIVISION**

**MANAGER**

**(PEROMNES GRADE 6)**

**STUDENT GOVERNANCE AND LEADERSHIP DEVELOPMENT**

**REF NO. SS02/2021**

The Manager of Student Governance and Leadership Development (SGLD) is responsible to develop, guide and support student leadership development, student governance activities such as SRC elections, induction and operations, in line with the University’s strategic goals. The Manager facilitates and manages the administration of student clubs and societies’ activities and programmes, and facilitates engagement activities and student leadership development. The incumbent is required to develop and maintain positive working relationships with University management, Colleges and staff to foster effective communication.

An inherent requirement of the job involves providing support at all hours, University-wide.

Main responsibilities include:- administration, governance and oversight of the SGLD functions; student leadership development; financial management; communication and relationship building; staff management and development.

**Minimum Requirements**:

* An Honours degree from a tertiary institution.
* 8 (eight) years’ working experience in the area of student governance and leadership development of which 3 (three) years should have been in a supervisory level.
* A valid and unendorsed drivers’ license.
* Demonstrated understanding of the transformation of Higher Education and knowledge of related legislation, including Higher Education statutory requirements regarding student governance.
* Student development theory and experience.
* Demonstrated communication skills, both verbal and written.
* Computer literacy (word processing, spreadsheets and internet use).
* Project management and leadership experience.
* Knowledge of budgeting and managing finances.
* Managerial and administrative skills.
* Conflict management skills.

Short-listed candidates may be required to undertake a skills test.

**The total remuneration package offered includes benefits. The closing date for receipt of applications is 5 February 2021.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to** **Recruitment-jm@ukzn.ac.za**

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