

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**PROGRAMME MANAGER: GENERAL (2 POSITIONS)  
(THREE-YEAR FRACTIONAL APPOINTMENT)  
SELF-FUNDED TEACHING PROGRAMMES (SFTP)**

**SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY AND GOVERNANCE**

**Programmes**

**P.G. Diploma in Finance Banking & Investment Management (Pmb)**

Ref: MIG06/2014

**P.G. Diploma in Management (Pmb)**

Ref: MIG07/2014

The incumbent will be responsible for the management, of all academic, administrative and financial activities in the specific programme in conjunction with the direction of the SFTP Programme Coordinator. This will include amongst others the framing of timetables (lecture and exams), booklists, handbook entries, rule consistency, groups, and Lecturer evaluations.

The incumbent will report to the Programme Coordinator.

**Duties:**

- Recruitment and selection of Lecturer appointments;
- Coordinate semester assessments in consultation with the PC's;
- Promote the programme in liaison with the PC and AM-SFTP;
- Prepare Budgets and request expenditure items for Annual Variance Reporting; and
- Supervise the Human Resource & Financial Administrator in terms of financial control and transactional management of the programme in conjunction with the PC.

**Minimum Requirements:**

- Relevant Master's degree in the related discipline; and
- Specialisation or management experience in the applicable discipline.

**Advantages:**

- Experience with self-funded programme management
- Preference will be given to internal applicants

Enquiries and details regarding this post may be directed to the SFTP Programme Coordinator for Pmb on 0332605899 or e-mail: [vigard@ukzn.ac.za](mailto:vigard@ukzn.ac.za)

**Communication will be limited to short listed candidates**

**The remuneration package offered will be in accordance with the SFTP's Guiding Principles on fixed term appointments.**

**The closing date for receipt of applications is 11 August 2014**

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](http://www.ukzn.ac.za). Completed forms may be sent to [recruitment-landm@ukzn.ac.za](mailto:recruitment-landm@ukzn.ac.za). Please state the advert reference number and campus in your subject line.

Applicants are required to submit a brief motivation, clearly indicating how they meet the minimum requirements.