

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 including people with disabilities.

**TWELVE MONTHS FIXED TERM CONTRACT
(RE-ADVERTISEMENT)**

RESEARCH DIVISION

**STUDENT ENTREPRENEURSHIP COORDINATOR X2
UKZN-INQUBATE
(PEROMNES GRADE 10)
HOWARD COLLEGE CAMPUS**

REF NO.: RO 07/2021

The Student Entrepreneurship Coordinator will support UKZN InQubate's Student Entrepreneurship portfolio in coordinating, and administering activities relating to: entrepreneurial development of budding and emerging student entrepreneurs; student businesses; business development sessions between student entrepreneurs and InQubate assigned mentors and operations. The successful incumbent to this position must have strong organisation skills, be able to frequently use their own initiative, and have good interpersonal and communication skills.

Minimum Requirements:

- Matric plus 1 year relevant qualification
- 2 years relevant working experience
- Experience in interacting with multiple stakeholders
- Excellent written and verbal communication skills
- Knowledge and proficiency in the use of MS Office, especially MS Excel, Powerpoint and Word
- Experience in writing high quality minutes
- Experience in preparing presentations and documents for meetings
- Experience in planning, organising, and managing events

The closing date for receipt of applications is 30 July 2021.

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to ramontjak@ukzn.ac.za. Please state the reference number in your subject line.