

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

CORPORATE RELATIONS DIVISION
ALUMNI AFFAIRS COORDINATOR
(PEROMNES GRADE 10)
HOWARD COLLEGE

REF NO.: CR37/2014

The incumbent is responsible for planning, implementing and promoting the University's "friend-raiser" Alumni programme, which aims to encourage Alumni to identify and support their *alma mater* and to facilitate communication between Alumni and the University. This involves the implementation of the Alumni Affairs plan that includes: organising functions and events, communicating with Alumni and working cooperatively with Schools and Colleges to identify opportunities to enhance the relationship with Alumni.

Minimum Requirements:

- Matric plus a communications degree or diploma;
- Three (3) years' relevant experience;
- Valid and unendorsed code 08 drivers' licence;
- Excellent verbal and written communication skills;
- Experience working with spreadsheets, word processing, Internet and Outlook.

Advantages:

- Basic knowledge and understanding of the tertiary sector environment;
- Excellent organisational and interpersonal skills;
- Experience in setting up databases;
- Willingness to occasionally work after-hours, including travel within South Africa.

Appointment to this post will be on January 2012 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 1 July 2014.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Recruitment-support1@ukzn.ac.za.

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