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

**CORPORATE RELATIONS DIVISION**

**ALUMNI RELATIONS COORDINATOR**

**(PEROMNES GRADE 09)**

**HOWARD COLLEGE**

**REF NO.: CR08/2023**

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 Relations 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**:

* A degree or diploma in communications or Public Relations;
* At least three (3) years’ relevant experience in organising events, special projects and producing marketing material.
* Experience in the administration of convocation executive meetings and activities and understanding of the higher education environment
* Valid and unendorsed code 08 drivers’ licence.
* Excellent verbal and written communication skills.
* Experience working with spreadsheets, word processing, Internet and Outlook and setting up databases.
* Knowledge of financial administration and the university’s procurement and financial systems.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Cynthia Mbuli on e-mail: MbuliC@@ukzn.ac.za

**Appointment to this position will be on the January 2018 Conditions of Service.**

**The total remuneration package offered includes benefits.**

The closing date for receipt of applications is Wednesday, **28 June 2023**. To apply, please proceed to UKZN website, register on **UKZN** **Career Portal**, and apply or please click on the link <https://ukzn.ci.hr/applicant/index.php>

**OR** copy this link to Microsoft Edge.

*Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*