

The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution

COLLEGE OF HUMANITIES

PROJECT MANAGER

PEROMNES GRADE 8

SCHOOL OF ARTS

CENTER FOR CREATIVE ARTS

HOWARD COLLEGE CAMPUS

REFERENCE NUMBER: AO1/2017

Based in the College of Humanities, within the school of Arts, at the University of Kwazulu-Natal, the Centre for Creative Arts (CCA) produces four annual festivals – Time of the writer, Durban International Film Festival, Jomba and Poetry Africa. The CCA seeks to appoint a Projects Manager who will work alongside the Director in managing and publicizing the four festivals of the CCA. The Projects Manager will be involved in a full range of activities as required to bring about the successful implementation of Projects of the CCA festivals and activities. The successful candidate will have to provide expertise in the following.

MINIMUM REQUIREMENTS:

- 3 years relevant tertiary qualification.
- Proven record of accomplishment in conceptualizing and writing project proposals.
- Sound report writing skills.
- Experience in the planning, implementation, monitoring and evaluating of projects.
- Sound public relations skills.
- Finance and staff management skills.

This appointment will be made in line with the University guidelines/benchmarks which are available on the University Vacancies website on

<http://vacancies.ukzn.ac.za/Academic-Process-Proc-Guides.aspx>

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Mrs Bongiwe Lynette Mngadi, email address: mngadib1@ukzn.ac.za

Appointment to this post will be on the January 2012 Conditions of Service, where applicable.

The remuneration package offered includes benefits.

The closing date for receipt of applications is 30th May 2017

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-humanities@ukzn.ac.za

Please state the advert reference number in your subject line