

***The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution
Preference will be given to applicants from the designated groups.***

COLLEGE OF HEALTH SCIENCES

**ACADEMIC DEVELOPMENT OFFICER
(PEROMNES GRADE 10)
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS**

FIXED TERM CONTRACT (1 year)- RE-ADVERTISED

REF NO.: T/CM09/2022

The Academic Development Officer (ADO) is required to provide academic support to students within schools; provide general administrative service in support of the academic leader, and provide a comprehensive undergraduate student administrative service with regard to academic development and student monitoring and support.

Minimum Requirements:

- Matric/Senior Certificate/Grade 12; and
- Undergraduate degree related to Health Science or Medical Science; and
- Two years' student administration experience, of which one year must include experience in mentoring students

Essential Requirements:

- Proven experience of report writing
- Proven computer literacy in Microsoft Word and Excel
- Proven knowledge of student administration
- A high level of understanding of spoken and written communication is required

Advantages:

- Knowledge of higher education/health-related disciplines;
- Experience in assisting students and staff with teaching/learning issues;
- Familiarity with the academic monitoring programme of the University and the School;
- Familiarity with the student support mechanisms in the University and the School;

This post reports to the Principal Programme Officer, Ms N Khanyile. Enquiries regarding this post may be directed to her via khanyilen2@ukzn.ac.za

Applicants are encouraged to review the job profile prior to applying - this is available from Mrs Sbongile Msomi (Senior HR consultant), tel.: (031) 260-8201 or email: msomis4@ukzn.ac.za You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

Appointment for this post will be on the 2018 Conditions of Service. The total remuneration package offered includes benefits.

The closing date for receipt of applications is **16 May 2022**. The University reserves the right not to make an appointment.

To apply please complete the **relevant application form (support form)** which is available on the **vacancies website** at www.ukzn.ac.za and email recruitment-chs@ukzn.ac.za with the **Advert Reference Number** clearly stated in the **subject line**. Only applications received in this format before the closing date will be considered.

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 endeavour 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.