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

COLLEGE OF LAW AND MANAGEMENT STUDIES

SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY AND GOVERNANCE

PROGRAMME COORDINATOR: GENERAL (1 POSITION)
(THREE-YEAR FRACTIONAL APPOINTMENT)

SELF-FUNDED TEACHING PROGRAMMES (SFTPs)

PIETERMARITZBURG CAMPUS

REFERENCE NUMBER: MIG15/2014

The incumbent will be responsible for the coordination, of academic, administrative and financial activities that run across all the self-funded programmes on the Pietermaritzburg campus. This will include management of the SFTP support staff, programme managers, student administration, human resources and finances. He/she will also serve as a representative of the self-funded programmes on the SFTP Coordinating Committee.

The incumbent will report to the Dean& HoS devolved to the SFTP-Academic Manager.

Minimum requirements:

- A relevant Master's degree AND at least 4 years relevant experience, of which 3 years' should be at an appropriate leadership level in a tertiary institution;
- Experience in teaching at a tertiary level;
- Experience in staff management;
- Experience in budgeting and finance
- Proficiency in MS Word, Microsoft Outlook and advanced MS Excel operation
- Experience in compilation of agendas, report writing, minute taking and drafting correspondence.
- Incumbents who are permanent UKZN staff members must meet the requirements as set out in the policy on private remunerative work.

Enquiries and details regarding this post may be directed to the SFTP Programme Coordinator (Pietermaritzburg) Prof D Vigar-Ellis at 033 2606151 or e-mail:VigarD@ukzn.ac.za

Communication will be limited to short listed candidates

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

The closing date for receipt of applications is 01 December 2014

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-landm@ukzn.ac.za . Please state the advert reference number in your subject line.

Applicants are required to submit a brief motivation, clearly indicating how they meet the minimum requirements.