

The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups per our Employment Equity Plan, including persons living with disabilities.

OFFICE OF THE COLLEGE DEAN OF TEACHING & LEARNING
COLLEGES OF HUMANITIES (CHUM)
WRITING PLACE COORDINATOR (1 POST)
ONE-YEAR EXTERNALLY FUNDED FIXED-TERM CONTRACT
REFERENCE: HUMTL05/2023

The University of KwaZulu-Natal (UKZN) is committed to student access, diversity and success. The Office of the Dean of Teaching and Learning at UKZN seek to appoint A Writing Place (WP) Coordinator. The post is a fixed-term contract with no benefits attached to this appointment. The post is renewable, subject to the performance of the incumbent and the availability of external funding. The WP Coordinator plays a critical role in managing the daily operations of the Writing Place and ensuring that it provides quality writing and academic literacy assistance to undergraduates and honours/ postgraduate diploma students. The WP Coordinator is responsible for recruiting, training, supervising, and mentoring Writing Place tutors, as well as overseeing administrative tasks, facilitating communication between the Writing Place, the disciplines in the Schools, and the College and promoting WP services to the academic community. The Coordinator will also fulfil any other reasonable duties and responsibilities as determined by management with regard to the operational needs of the Programme for the College or University. The successful candidates will report to the College Head of Academic Monitoring and Support and the College Dean of Teaching and Learning.

Minimum Requirements: *Applicants must meet the following minimum requirements:*

- Must be a currently registered PhD student in the College at UKZN
- Must have a good academic record, with evidence of being on track in regard to the progression rules for doctoral studies, an advantage
- Two years of experience as a Team Leader, Coordinator, Mentor or Tutor, with experience in academic monitoring and support, academic development, student support programmes, supplemental instruction, or the FYE programme an advantage
- Two years of experience undertaking research and administering, extracting and analysing all sources of data; with experience in preparing reports and presenting results, an advantage
- Relevant experience with Microsoft Office Suite, MS Teams/ Zoom, and Microsoft Outlook; with a high level of proficiency in word processing (MS Word), spreadsheets (MS Excel) and Moodle/Learn and an advantage
- Must demonstrate an ability to communicate (written and verbal proficiency) professionally in English, with proficiency in IsiZulu being an advantage

The Incumbent must:

- Be able to work well under pressure and independently
- Have a high level of personal integrity and ability to deal with sensitive issues with delicacy and diplomacy while maintaining complete discretion and confidentiality
- Have good interpersonal and client service skills to enable successful liaison and interaction with all University stakeholders
- Must have no criminal record

CLOSING DATE FOR APPLICATION: 23 November 2023, 16h00

To apply, please click on the link <https://forms.office.com/r/349jLLZy52>

No emailed applications will be accepted

Enquiries and details regarding this post, including requests for a job profile, may be directed to Ms Mandisa Shinga at ShingaM@ukzn.ac.za

Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant/s may not hold dual/ concurrent appointments in other Colleges, Schools or Units at UKZN.

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 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.