

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

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

PRINCIPAL ACADEMIC DEVELOPMENT OFFICER (1 POST)

CENTRE FOR ACADEMIC SUCCESS IN SCIENCE AND ENGINEERING (CASSE)

**INDEFINITE FIXED-TERM CONTRACT IN AN EXTERNALLY FUNDED PROGRAMME
PIETERMARITZBURG CAMPUS**

REFERENCE NO: AES15/2022

The incumbent will address teaching and learning issues in the School(s) in CAES. S/he will be responsible for: running of the academic support programmes (including supplemental instruction, writing place, hot seat tutoring, residence tutorials and First Year Experience programme); training of tutors and supplemental instruction leaders; providing academic counselling to students; monitoring student performance; teaching and learning research, as well as any other duties as assigned by the Head of Centre: CASSE and the Dean: College Teaching and Learning. The incumbent may be required to periodically travel off campus and work overtime.

The incumbent will report to the Head of CASSE.

Minimum Requirements:

- A Master's degree in any qualification in Science and Engineering
- At least one year of proven experience in academic advising, academic monitoring and educational support programmes
- Evidence of computer literacy
- Unendorsed code 08 driver's license

Enquiries and details regarding this post may be directed to the Head, Dr Boby Varghese, by email: Varghese@ukzn.ac.za.

The total remuneration package offered includes benefits.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms and Curriculum Vitae may be sent to Recruitment-aes@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.

The closing date for the receipt of applications is 4 November 2022.

The Centre for Academic Success in Science and Engineering reserves the right not to fill the post.

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. We refer you to the University's relevant Section 18 notice at -

http://vacancies.ukzn.ac.za/Libraries/General_Documents/Section_18_Notice_-_Employees_and_Potential_Employees.sflb.ashx