

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

COLLEGE OF LAW AND MANAGEMENT STUDIES

**SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY AND GOVERNANCE
SELF-FUNDED TEACHING PROGRAMMES (SFTPs)**

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

WESTVILLE CAMPUS

REFERENCE NUMBER: MS05/2015

The incumbent will be responsible for the coordination, of academic, administrative and financial activities that run across all the self-funded programmes on the Westville 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.

Minimum requirements:

- **Qualification:** A Master's degree by coursework or research in a relevant Management Studies programme/topic.
- 4 years' relevant experience, of which 3 years' should be at an appropriate leadership level preferably in a tertiary institution;
- Experience in teaching at a tertiary level;
- experience in staff management;
- experience in budgeting and finance;
- experience in the implementation of Academic rules;
- proficiency in MS Word, Microsoft Outlook and advanced MS Excel operation; experience in compilation of agendas, report writing, minute taking and drafting correspondence and 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 School of MIG Operations Manager (Westville) at 031 26084887 or e-mail duly@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 remuneration package offered as budgeted is set at R178 167.**

**The closing date for receipt of applications is 15 September 2015
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.