

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 in accordance with our Employment Equity Plan.

COLLEGE OF LAW AND MANAGEMENT STUDIES

AEROTROPOLIS INSTITUTE AFRICA (AIA)

**PROJECTS COORDINATOR (PEROMNES GRADE 10)
(ONE YEAR FIXED-TERM APPOINTMENT)**

WESTVILLE CAMPUS

REF NO.: CLMS-AIA-PC 09/2021

The Aerotropolis Institute Africa (AIA) is an emerging professional institute within the College of Law and Management Studies, and a result of a joint venture between the UKZN and the Department of Economic Development, Tourism and Environmental Affairs (EDTEA). Its primary aim is to contribute to the body of knowledge on aerotropolis and mainstream aviation industry through research and development; collaborating and partnering with local, international and continental institutions to deliver educational programmes that will develop aerotropolis human capital. In order to achieve this, it will build a global panel of aviation and aerotropolis experts to develop thought leadership; and to advocate for policy shifts in support of aerotropolis related developments and air transport liberalisation initiatives. A 12-month employment opportunity exists for a Projects Coordinator who can assist the Project Manager of the AIA, with the coordination and administration of projects related to the AIA as summarised below, and who meets the following requirements within the AIA.

Minimum Requirements:

- Matric plus relevant one-year qualification in project management/management /administration studies
- Three (3) years relevant work experience
- Proficiency with MS Office, iEnabler, ITS, Google Drive, Zoom/Microsoft Teams
- Knowledge of financial administration practices
- Experience in working with Government and/or Industry to facilitate partnerships

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Christine Burnard on e-mail: burnandc@ukzn.ac.za

The remuneration package offered will be in accordance with the project guidelines and university principles on fixed term appointments.

Communication will be limited to short listed candidates. The closing date for receipt of applications is **3rd October 2021**.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to CollegeOfficeLMS@ukzn.ac.za. **Advert Reference Number MUST be clearly stated in the subject line.**