

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 HEALTH SCIENCES

**ACADEMIC DEVELOPMENT OFFICER
FIXED TERM APPOINTMENT (12 Months)
(PEROMNES GRADE 10)
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCE
Medical School Campus**

REF NO.: T/LMMS02/2021

The School of Laboratory Medicine and Medical Science seeks to appoint an Academic Development Officer. The successful incumbent will be required to render an effective and efficient administrative service to the MBChB students within the School and assist with some module administration.

Duties will include, but not be limited to, students' academic monitoring, offer student support, academic development administration, and student/staff queries associated with the position. The incumbent must be proficient in English and must have a high competency in word processing and spreadsheets; and good interpersonal, communication, and writing skills.

This position requires an individual who can pay close attention to detail and work independently and accurately under pressure. S/he should also have excellent interpersonal and organizational skills.

Minimum Requirements:

- A relevant Masters' degree from the College of Health Science
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel); and
- At least two years of experience with the University Policies, Rules & Regulations, including the Student Monitoring and Exclusions Policy.
- Must demonstrate good communication skills, report writing, and administration
- Must be familiar with the MBChB curriculum
- Must be familiar with student support resources

Advantages:

- Demonstrable experience in tutoring and mentoring

This post reports to the Principal Programme Officer based on the Medical School Campus. Inquiries regarding this post may be directed to Ms. N Mngadi (Principal Programme Officer – Mngadin@ukzn.ac.za) on 031-260 4731.

The job profile is available from Mrs. E Khuzwayo, tel: 031 260 4418 or email: Khuzwayo@ukzn.ac.za.

Shortlisted candidates may be required to undergo a skills test.

Please include the reference number of the post in the subject line.

The remuneration will be in accordance with the University's policy of fixed-term appointments.

The closing date for receipt of applications is: 21 September 2021

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 must be emailed to Recruitment-chs Recruitment-chs@ukzn.ac.za