***The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.***

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**SCHOOL OF ACCOUNTING, ECONOMICS & FINANCE**

**Coordinator SFTP & Part-time Programmes**

**(ONE-YEAR FRACTIONAL APPOINTMENT)**

**WESTVILLE CAMPUS**

**REFERENCE NUMBER: AEF\_SFTPCOD1/2017**

The incumbent will be responsible for the coordination of academic, administrative and financial activities that run across all the self-funded and part-time programmes on the Westville & Pietermaritzburg campuses. This will include amongst others the framing of timetables (lecture and exams), booklists, handbook entries, rule consistency, Lecturer evaluations, the management of the SFTP support staff, student administration, human resources and finances.

## Minimum requirements:

* A Master’s degree and 4 years’ relevant experience, of which 2 years’ should be at an appropriate leadership level, preferably in a tertiary institution;
* 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.

Enquiries and details regarding this post may be directed to the Acting Dean: Professor M Sibanda, email:[**sibandam@ukzn.ac.za**](mailto:sibandam@ukzn.ac.za).

**The remuneration package offered will be in accordance with the SFTP’s Guiding Principles on fixed term appointments and the budget approved by the College.**

**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**](http://www.ukzn.ac.za)**. Completed forms must be sent to Zandile Nyuswa via e-mail** [**Nyuswaz@ukzn.ac.za**](mailto:Nyuswaz@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.**

**Communication will be limited to short-listed candidates.**

**The closing date for receipt of applications is 17 November 2017.**