

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

Due to operational requirements related to fractional appointments, preference will be given to applicants from within the College of Law and Management studies, UKZN and from the designated groups

COLLEGE OF LAW AND MANAGEMENT STUDIES

PROGRAMME MANAGER: GENERAL (Westville)

Fixed Term Contract (9months)

SELF-FUNDED TEACHING PROGRAMMES (SFTP)

**SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY AND GOVERNANCE WESTVILLE
CAMPUS**

Programme

- **Bachelor Degree in Business Administration (Ref No: MIG-B02/2018)**

The incumbent will ideally be a permanent serving member of academic staff in the School of Management, IT & Governance, will provide academic leadership in teaching for their respective group of academics within in the specific Programme. S/he will also be responsible for the management of all academic, administrative, marketing and financial activities in the specific programme in conjunction with the direction of the SFTP Programme Coordinator.

This will include the framing of timetables (lecture and exams), compiling booklists, handbook entries, and rule consistency and lecturer evaluations. It will also include the recruitment and selection of lecturers. The incumbent will report to the Programme Coordinator (PC).

Minimum Requirements:

- Doctoral degree in relevant field
- Performing at or above the norm of expectation at the level of appointment

Advantages:

- Experience in development and/or management of academic programmes and
- Specialisation or management experience in the applicable discipline.

Communication will be limited to short listed candidates.

The remuneration package offered will be in accordance with the SFTP's Guiding Principles on fixed term appointments.

The closing date for receipt of applications is 23 March 2018

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 Mrs Ntokozo Mhlongo - mhlongont@ukzn.ac.za with cc Ms Phumzile Mavundla – Mavundlap@ukzn.ac.za. Please state the advert reference number.

Applicants are required to submit a brief motivation, clearly indicating how they meet the minimum requirements.