

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.

COLLEGE OF LAW AND MANAGEMENT STUDIES

**PROGRAMME COORDINATOR: GENERAL (1 POSITION)
(EIGHT MONTH FRACTIONAL APPOINTMENT)
(1 MAY 2018 TO 31 DECEMBER 2018)**

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

**PIETERMARITZBURG CAMPUS
REFERENCE NUMBER: MIG 01/2018**

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

The incumbent will report to the Dean & HoS.

Minimum requirements:

- Doctoral degree in relevant field
- Performing at or above the norm of expectation at the level of appointment
- At least 4 years relevant experience, of which 3 years should be at an appropriate leadership level at a tertiary institution.
- Experience in teaching at a tertiary level;
- Experience in staff management;
- Experience in budgeting and finance
- Proficiency in MS Word, Microsoft Outlook and advanced MS Excel operation
- Experience in compilation of agendas, report writing, minute taking and drafting correspondence.
- Incumbents who are permanent UKZN staff members must meet the requirements as set out in the policy on private remunerative work.

Advantages:

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

Enquiries and details regarding this post may be directed to the Dean and Head of School on e-mail: mubangizib@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 R151 491 per annum

The closing date for receipt of applications is 6 April 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 Madana@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.

Preference will be given to internal applicants