

The University of KwaZulu-Natal is committed to employment equity.

**FIXED TERM CONTRACT – 6 Months
STUDENT SERVICES DIVISION
DISABILITY SUPPORT UNIT: ASSISTANT REFORMATTING OFFICER –
GRADE 12 (2 POSTS)
Howard College**

REF NO.: SSDSU07/2018

The Disability Support Unit requires the services of an Assistant Reformatting Officer to provide the following services to students with disabilities at UKZN: to coordinate reformatting of academic materials for students with disabilities; ensuring that approved reasonable accommodations are implemented and to liaise with academic departments and libraries for access to material to be reformatted.

MINIMUM REQUIREMENTS:

- Grade 12,
- Bachelor of Administration degree or relevant qualification with at least 1 year experience in providing support to students with disabilities
- Demonstrate leadership capabilities
- Computer literacy: MS Word, Excel and PowerPoint
- Driver's License

ADVANTAGES:

- At least 6 months experience in the field of higher and further education
- Experience in networking with internal and external organizations and institutions on issues of disabilities.

The closing date for receipt of applications is 25 May 2018

Applicants are required to apply on the Vacancies page of the University website at www.ukzn.ac.za.

Completed official application forms may be sent to disabilitysupport@ukzn.ac.za

Telephonic queries may be addressed to Mr Amith Ramballie @ 0609861614

Advert reference number MUST be clearly stated in subject line