

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 AND FINANCE
Self-Funded Teaching Programme**

TWO FIXED TERM (ADHOC) TEACHING ASSISTANTS IN POSTGRADUATE DIPLOMA IN FINANCIAL PLANNING (PGDIP FP)

ONLINE PROGRAMME

The School's Self-Funded Teaching Programmes seeks to recruit Teaching Assistants in the Postgraduate Diploma in Financial Planning. All lectures and semester assessments will be held via online forums, with contact-based examinations held during the university exam sessions, as per 2021 sessional dates.

Minimum Requirements:

- Registered for a Masters/PhD/ in Finance/Accounting at UKZN
- Experience in teaching/tutoring Finance/Accounting at a tertiary level
- Experience with teaching/assessments in an online environment

Two Teaching Assistant positions are available for each of the following semester 1 modules:

1. FINA 601 Financial Management
2. FINA 604 Law of Contract, Insurance and Agency
3. FINA 605 Retirement Planning
4. FINA 607 Tax and Estate Planning

The incumbent will report to the SFTP Director, devolved to the Program Manager, and the module coordinator.

For further information contact Paul-Francois Muzindutsi, email: MuzindutsiP@ukzn.ac.za

Communication will be limited to short-listed candidates.

Appointments of selected candidates can only be finalized, once the following are concluded:

- The verification of work permit to cover the duration of the contract if you are not a permanent RSA resident,
- You have completed the Application for Private Work form and have received the appropriate recommendation of your Academic Leader or Line Manager and Dean (for UKZN permanent academic & support staff and employees of other public higher learning institutions), and
- You have submitted a copy of your ID (for SA residents).

The duties of the chosen candidate includes assisting the lecturer in the facilitation of an active online learning environment using the university online forums (Microsoft Teams, Zoom, Moodle), the facilitation of all online tutorials, assistance in setting up assessments online, marking assessments, and maintaining availability to students. Attendance at all training workshops hosted in the interest of creating a digital pedagogy is mandatory.

The remuneration package offered will be dependent on the qualifications and experience of the successful applicant, and will be in accordance with the University's policy on fixed term appointments.

The closing date for receipt of applications is 05 March 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 sent to Ms Zandile Nyuswa via e-mail: nyuswaz@ukzn.ac.za.