

**The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups per our Employment Equity Plan, including persons living with disabilities.**

**COLLEGE OF HUMANITIES (CHUM)**  
**OFFICE OF THE COLLEGE DEAN OF TEACHING & LEARNING**

**ACADEMIC MONITORING AND SUPPORT (AMS)**  
**WRITING PLACE COORDINATOR**

**(ONE POST - Fixed Term Appointment)**

The University of KwaZulu-Natal is committed to student access, diversity and success. To fulfil these objectives and realise the University's strategic goal to be an institution of choice for students, the College of Humanities (CHUM) is seeking to appoint a Writing Place Coordinator to coordinate and organise Writing Place activities and manage the Writing Place Tutors on the Pietermaritzburg, Howard College, and Edgewood campuses. The Writing Place Coordinator is appointed on a fixed-term contract, 12 months. The post is renewable, subject to the performance of the incumbent and the availability of funding. The successful applicant may not hold dual/ concurrent appointments in the College of Humanities, the Schools in the College, or the other Colleges at UKZN. The Writing Place Coordinator supports the College's implementation of the University's throughput and retention initiatives, as well as the Academic Monitoring and Support and the Academic Exclusions Policies. The Writing Place Coordinator reports to the Head of AMS and Dean of Teaching and Learning in CHUM.

**Minimum Requirements:** *Applicants must meet the following minimum requirements:*

- Be a currently registered master's or Ph. D student in the College of Humanities
- Must have a good academic record
- Traceable employment history - a minimum of two-year's experience – as a Team Leader/ Programme Coordinator/ Lecturer/ prior working experience in the AMS Programme in the College of Humanities
- Must demonstrate good academic writing capabilities, particularly in English – *you will be required to upload a short essay of 300-400 words.*
- Demonstrate an ability to communicate professionally in English, with proficiency in IsiZulu being an advantage
- Demonstrate good coordination and administrative skills
- Must have a clean/ clear criminal and disciplinary record

**Duties and Responsibilities:** *The Incumbent will perform some of following duties and responsibilities:*

- Must be available to attend compulsory training and initiate regular staff/ programme meetings
- Provide or arrange relevant training for tutors working in the Writing Place programme
- Coordinate, manage and provide support to Tutors in their Writing Place activities
- Regularise staff meetings with the staff you manage and supervise
- Liaise with Academic Development Officers (ADOs) to support programmes such as the M+ project or working with students categorised as 'at risk'
- Liaise with Academics in the Schools to rollout the Writing Place workshops/ webinars
- Coordinate and develop Writing Place programmes in line with UKZN initiatives – academic literacy, referencing, topic analysis etc. workshops/ webinars for undergraduate students
- Contribute to the development of appropriate and reliable instruments/ tools that facilitate the efficient tracking, recording, monitoring and evaluating of the support provided – willingness to use digital technologies – digitalisation of monitoring and evaluation
- Keep updated administrative records and when deemed necessary, produce reports
- Must liaise with the relevant Student Support Services
- Must be able to work both independently and as part of a team
- Present research papers on the Writing Place on behalf of the Office of the Dean of Teaching and Learning in the College of Humanities at relevant local and internal to UKZN conferences/ webinars/ symposium/ colloquium and research days when deemed relevant

- Must liaise with the Head of AMS, Director of Teaching and Learning, or Dean of Teaching and Learning in the College of Humanities when deemed necessary
- Perform any other duties deemed necessary to the AMS and Writing Place Programme by the Head of AMS, Director of Teaching and Learning, or Dean of Teaching and Learning

**CLOSING DATE FOR APPLICATION: 13 DECEMBER 2022 (midnight)**

***Please activate Global Protect. You will need to use your UKZN login and password to access and complete the ONLINE APPLICATION FORM. Please copy the link below into Google Chrome/ MS EDGE to activate it.***

***<https://forms.office.com/r/0vv5rV34gK>***

***Please note: You will also be required to upload a full copy of your CV, ID/ Passport, Copy of you study/work visa (if applicable), Proof of Registration for 2022 at UKZN, a copy of you highest qualification certificate and most recent transcript available. Please ensure these are in PDF format and the relevant documents certified.***

**Contact persons for queries:**

**Dr. Sharmila Rama: [Ramas@ukzn.ac.za](mailto:Ramas@ukzn.ac.za)**

Only short-listed candidates will be contacted. No emailed or late applications will be considered. The College of Humanities reserves the right not to make any appointments and to verify all information provided by candidates.

***Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.***