

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

**COLLEGE OF HUMANITIES**

**TEACHING AND LEARNING ADMINISTRATOR  
4 MONTHS FIXED TERM CONTRACT  
SCHOOL OF ARTS  
HOWARD COLLEGE CAMPUS**

**REF. NO.: SOA 37/2024**

The successful candidate will be placed in the Teaching and Learning Office and s/he will provide administrative support to the teaching endeavours for undergraduate modules and serves as first point of contact for any teaching/module related queries. S/he will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure. S/he will perform other administrative duties within student administration operations. S/he will report to the Manager School Operations

**Minimum Requirements:**

- Matric plus a relevant one-year post-school qualification
- Three-year relevant experience in module administration
- Proven experience in undergraduate student administration
- Proven experience in the use of Student Management System (SMS) or equivalent system
- Experience in word processing and spreadsheets
- Experience in minute taking.

**Enquiries and details regarding this post may be directed to Mr. Adarsh Maharaj email: [maharaja21@ukzn.ac.za](mailto:maharaja21@ukzn.ac.za)**

**REMUNERATION:** The remuneration offered will be in accordance with UKZN fixed-term rates of pay.

**The closing date for receipt of applications is Friday 06 September 2024.**

Applicants are required to submit a cover letter and CV. The letter must provide details of the candidate's fulfilment of each of the minimum requirements as listed above.

**Please e-mail applications to: Mr Sbonelo Ndlela School of Arts, Howard College Campus. E-mail: [ndlelas1@ukzn.ac.za](mailto:ndlelas1@ukzn.ac.za)**

***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 provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. 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.***