

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ACADEMIC DEVELOPMENT OFFICER (GRADE 11)
3 MONTH – EXTERNALLY FUNDED FIXED TERM CONTRACT**

PMB CAMPUS (1 POST)

Reference number: ADO1/2024

The University of KwaZulu-Natal (UKZN) is committed to student access, diversity and success. The office of the Dean of Teaching and Learning at CAES seek to appoint an Academic Development Officer (ADO). The incumbent will address teaching and learning mandates in the college. S/he will be responsible for: running of the academic support programmes (including supplemental instruction, writing place and residence tutorials); training and monitoring of tutors and supplemental instruction leaders; providing academic advising to students; monitoring student performance as well as any other duties as assigned by the Head of Centre: CASSE and/or the Dean: College Teaching and Learning. The incumbent may be required to periodically travel off campus and work overtime. The remuneration is from an external source of funding and may be extended subject to performance of the incumbent, availability of funds, and if relevant permission is granted by college authorities. The incumbent will report to the Head of Centre: CASSE

Minimum requirements:

- An Masters degree in any appropriate field of the College of AES.
- Proven experience in academic advising or educational support programmes.
- Proficient in computers: Microsoft Office Suite, MS Teams/ Zoom, and Microsoft Outlook.
- Must demonstrate ability to communicate (written and verbal proficiency) professionally.

Enquiries and details regarding this post, may be directed to **Mrs Nozipho Hlalukane** Principal Academic Development Officer via e-mail: HlalukaneK1@ukzn.ac.za.

Remuneration will depend on the UKZN approved rates of employment.

The closing date for receipt of applications is Friday, 13 September 2024.

Applicants must complete the application form for Support Staff available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to NtshangaseS4@ukzn.ac.za The advert reference number MUST be clearly stated in the subject line.

Please note that the college reserves the right to not fill this position or re-advertise these positions in the case that a suitable candidate is not found, or to increase the pool of 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. We refer you to the University's relevant Section 18 notice at http://vacancies.ukzn.ac.za/Libraries/General_Documents/Section_18_Notice_-_Employees_and_Potential_Employees.sflb.ashx