

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution.

RESEARCH DIVISION

**INTERNSHIP PROGRAM
RESEARCH OFFICE (Publication Cluster)
(SEVEN MONTHS FROM 1 OCTOBER 2024 to 30 APRIL 2025)
WESTVILLE CAMPUS**

The primary purpose of this internship is to provide individuals with practical, hands-on experience in the publication cluster at the Research Office. Interns will be given an opportunity to develop their professional and Administration skills. The internship involves repeated, high-volume, detailed clerical work; the processing of Research Outputs submitted into the RIG system; and special tasks as necessary to support the staff and functions of the Research Publications Office.

Minimum Requirements:

- Relevant tertiary qualification (Minimum of Honours degree)
- Proven experience in Publications databases, including the Research Information Gateway;
- Proven experience in word processing (MS WORD) and spreadsheets (MS EXCEL).

Advantage:

- Having participated in the DHET Presidential Youth Employment Stimulus Internship at UKZN for at least six months in Publications Cluster

The closing date for receipt of applications is Friday, 20 September 2024.

Prospective candidates must submit a cover letter, emphasizing their compliance with the essential criteria, and their CV to Productivity@ukzn.ac.za.