**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 LAW AND MANAGEMENT STUDIES (CLMS)**

**TEACHING AND LEARNING UNIT**

**ACADEMIC DEVELOPMENT OFFICER (ADO)**

**ONE-YEAR EXTERNALLY FUNDED FIXED TERM CONTRACT (5 POSTS)**

**CAMPUS: WESTVILLE/ PIETERMARITZBURG/ HOWARD COLLEGE**

**REFERENCE NO: CLMS ADO - 2025**

The University of KwaZulu-Natal (UKZN) is committed to student access, support, and success. The Office of the Dean of Teaching and Learning at CLMS seeks to appoint Academic Development Officers (ADOs) per School for the 2025 academic year. The post is a fixed-term contract with no benefits attached to this appointment. The post is renewable, subject to the performance of the incumbent and the availability of external funding. The ADOs will provide support through academic advising (including pedagogical support) and are responsible for monitoring and evaluating student performance. The ADOs will also coordinate, manage, and oversee the Supplemental Instruction Leader (SIL) programme and provide administrative and HR-related support on this Programme. They must also demonstrate an ability to communicate (written and verbal proficiency) professionally in English, with proficiency in IsiZulu being an advantage. The successful candidates will report to the Academic Monitoring and Support Coordinator and the Head of the Teaching and Learning Unit.

**Minimum Requirements**

* Must have a Masters degree completed or graduated in one of the specialisations in the College of Law and Management Studies; with registration towards a PhD being an advantage
* One year of experience as an ADO, Team Leader, Coordinator, Mentor, or Tutor; with experience in academic monitoring and support, academic development, student support programmes, supplemental instruction, or the FYE programme being an advantage
* One year of experience undertaking research and administering, extracting, and analysing data; with experience in preparing reports and presenting results being an advantage

**CLOSING DATE FOR APPLICATION: Friday 22 November 2024**

**Applicants are required to complete the application form (SUPPORT) which is available on the vacancies page of the university website** [**http://vacancies.ukzn.ac.za/Home.aspx**](http://vacancies.ukzn.ac.za/Home.aspx) **and send together with a covering letter highlighting their experience with respect to the minimum requirements listed above and a brief Curriculum Vitaeto Ms Phumla Dlamini on** [**DlaminiP4@ukzn.ac.za**](mailto:DlaminiP4@ukzn.ac.za)**. Please state the title/advert reference number of the post you are applying for in the subject line of your email.**

*Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant/s may not hold dual/ concurrent appointments in other Colleges, Schools or Units at UKZN.*

*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****.***