

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

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**  
**CAREER DEVELOPMENT OFFICER**  
**SIX-MONTH FIXED TERM APPOINTMENT**  
**GRADE 9**  
**Howard College**  
**REFERENCE NUMBER: AES02/2025**

An opportunity for a temporary appointment has arisen, pending the possible release of a more permanent post. As a member of the College Student Support Services team, the successful candidate will be expected to support the College in achieving its strategic objectives by providing Student Support Services, inter alia Student Employment opportunities, Graduate Recruitment Programmes, Career Exhibitions, Student Entrepreneurship Programmes, Student Skills Development Programmes, Campus Promotions and one on one career advising. Furthermore, the incumbent will manage a Career Resource Centre for students in the College and disseminate career information; co-ordinate and conduct company visits to network with employers and promote Student Support Services to enhance employability of UKZN students; and co-ordinate career exploratory visits to companies for students. He/ she should have excellent verbal and written communication skills and be prepared to travel to the Pietermaritzburg and Westville campuses.

This post reports to the *College Manager: Student Support Services*.

**Minimum Requirements:**

- A relevant Honours degree
- 3 years' relevant work experience at a Tertiary Institution;
- Valid Driver's license;
- Proficiency in computer literacy.

For more information about the post, including the job profile, please contact Ms Shelley Barnsley on 0312607565 or email: [barnsley@ukzn.ac.za](mailto:barnsley@ukzn.ac.za)

**The closing date for receipt of applications is 08 January 2025.**

**Applicants are required to submit application forms, available on Vacancy site, to [Barnsley@ukzn.ac.za](mailto:Barnsley@ukzn.ac.za).**

**Please consider your application unsuccessful if you have not been contacted within 4 weeks of the closing date.**

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.