**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 in accordance with our Employment Equity Plan**

**COLLEGE OF LAW AND MANAGEMENT STUDIES (CLMS)**

**TEACHING AND LEARNING UNIT (T&L Unit)**

**ACADEMIC DEVELOPMENT OFFICER (ADO): THREE-YEAR FIXED-TERM CONTRACT (5 POSTS)**

**ACADEMIC POSITION GRADE 9**

**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) for a three-year, full-time contract with benefits. 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 have a solid understanding of learning technologies and student management systems, demonstrate an ability to communicate (written and verbal proficiency) professionally in English, with proficiency in IsiZulu being an advantage and be fully committed to supporting student success. The successful candidates will report to the Academic Monitoring and Support Coordinator and the Head of the Teaching and Learning Unit.

**Minimum qualifications and experience**

* A completed Master’s degree in one of the specialisations in the College of Law and Management Studies; a completed PhD will be an advantage
* At least one year of experience as an ADO, Team Leader, Coordinator, Lecturer, Teaching Assistant, SI Leader, Tutor or Mentor; with experience in academic monitoring and support, academic development, student support programmes, Supplemental Instruction or the FYE programme being an advantage
* At least one year of experience undertaking research, extracting and analysing data
* Traceable experience in planning, coordinating, and overseeing academic or student support programmes

**CLOSING DATE FOR APPLICATION: Friday 03 January 2025**

**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)**. In addition, a covering letter highlighting your experience with respect to the minimum requirements listed above and a brief Curriculum Vitae must be submitted to Ms Phumla Dlamini (****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****.***