

The University of KwaZulu-Natal (UKZN) 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.

Applications are invited for the BSS4 Academic Development Officers from suitably qualified registered PhD students in the College of Humanities.

COLLEGE OF HUMANITIES

**BSS4 ACADEMIC DEVELOPMENT OFFICER
FIXED TERM APPOINTMENTS FOR TWELVE MONTHS
OFFICE OF THE DEAN OF TEACHING AND LEARNING
CAMPUS: PIETERMARITZBURG/ HOWARD COLLEGE**

The College seeks to appoint an Academic Development Officer (ADO) for the Bachelor of Social Science Extended Curriculum four-year (BSS4) degree programme. The BSS4 programme caters to students from disadvantaged educational backgrounds to redress historical inequalities. The BSS4 offers students with low matric points and those from schools (categorised by the Department of Education as quintile 1, 2, or 3 schools) located in under-resourced and disadvantaged communities an opportunity to study at UKZN. Students are provided with a planned and formal foundation, augmented modules, and academic and curriculum advice and support. The BSS4 ADO will, therefore, provide academic support and monitoring and undertake student development/ life skills workshops. The appointee will also work closely with other key support services and stakeholders. The successful candidate will be expected to work well under pressure and independently. S/he should have high personal integrity and the ability to deal with sensitive issues delicately and diplomatically while maintaining complete discretion and confidentiality. S/he should have good interpersonal and client service skills to enable successful liaison and interaction with all University stakeholders. Due to the nature of the programme, the successful candidate will be expected to be proficient in both English and IsiZulu. This post is externally funded, and renewal is based on performance. The incumbent will report to the. The incumbents will report to the College Head of Academic Monitoring and Support and the Dean of Teaching and Learning.

Minimum Requirements:

- A relevant Master's degree in Psychology or Social Work, with the advantage of being a registered psychologist or social worker
- At least two years of proven experience in academic advising, academic monitoring and the development and running of student support programmes
- Experience undertaking research and administering, extracting and analysing all sources of data, with experience in preparing reports and presenting results
- Relevant experience with Microsoft Office Suite, MS Teams/ Zoom, and Microsoft Outlook; with a high level of proficiency in word processing (MS Word), spreadsheets (MS Excel), Student Management System (SMS)

Enquiries and details regarding this post may be directed to Dr Sharmla Rama Ramas@ukzn.ac.za

The remuneration offered is in line with the UKZN fixed-term rates of pay. The closing date for receipt of applications is 23 December 2024, 16h00. Applicants are required to submit their applications online. To apply, please click on the link <https://forms.office.com/r/BDYyQbwseG>. No emailed applications will be accepted.

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 the College of Humanities or other Schools or Units in other Colleges at UKZN or outside.

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.