



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.

JOB TITLE: MA'AT PROGRAMME & ADMINISTRATIVE PRACTITIONER

07 MONTHS CONTRACT: 01 JUNE 2025 TO DECEMBER 2025

LOCATION: HOWARD COLLEGE CAMPUS

CLOSING DATE: 19 MAY 2025

The Ma'at Institute is seeking a qualified and passionate professional to provide holistic, African-centred psychosocial interventions to individuals, families, groups, and communities in targeted areas. This role places a strong emphasis on trauma-informed care and healing, with a focus on capacity building and empowerment rooted in the principles of Ma'at, Ubuntu, Afrocentricity, and indigenous knowledge systems.

DUTIES

- Provide teletherapy and direct psychosocial interventions to individuals, families, and groups.
- Design and implement holistic, African-centred psychosocial programmes.
- Facilitate and conduct training sessions as required.
- Participate in ongoing training and professional development as determined by the Ma'at Institute.
- Coordinate institute activities, including scheduling, progress tracking, and team communication.
- Manage all relevant administrative functions, including document preparation, record-keeping, and reporting to internal teams and key stakeholders.
- Retrieve and organize relevant information such as client requirements and case documentation.
- Maintain filing systems in accordance with institute protocols and procedures.
- Organize and schedule institute meetings, including preparing agendas, distributing materials, recording minutes, and documenting decisions.



- Collate and disseminate meeting outcomes to stakeholders in the prescribed format.
- Perform any other relevant administrative and support duties as required by the Ma'at Institute.

Minimum Requirements

- An NQF Level 8 / Honours Degree or Equivalent in one of the following disciplines: Social Work and Psychology. Relevant experience in community intervention programmes.

In Addition, applicants must satisfy at least one of the following requirements:

- Current registration with the SACSSP as a Social Worker
- Current registration with the HPCSA as a Registered Counsellor
- Current registration with the HPCSA as an Educational, Counselling or Clinical Psychologist

Advantages

- Sound knowledge of current issues related to the discipline
- Good mentorship, monitoring and evaluation skills
- Above-average computer skills
- Good administration and organisation skills
- Ability to handle multiple tasks
- Research skills
- Ability to perform within an integrated team environment
- Good interpersonal skills and time management
- Professional attitude and a willingness to learn

Applicants are required to submit their comprehensive CV and covering letter to: maat@ukzn.ac.za

If you have not been contacted within 30 days of the closing date of this advertisement, please consider your application as unsuccessful.

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.