

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.

COLLEGE OF HUMANITIES
APPLIED HUMAN SCIENCE
(NEW SCHOOL OF SOCIAL SCIENCE)
HOWARD COLLEGE CAMPUS
PROJECT COORDINATOR
(12-MONTH FIXED-TERM APPOINTMENT)
REFERENCE: SAHS06/2025

The School of Applied Human Sciences (New School of Social Science) comprises the disciplines of Psychology, Social Work, and Criminology & Forensic Studies, and offers a wide range of undergraduate and postgraduate degree programmes.

The School of Applied Human Sciences seeks to appoint a project coordinator for an externally funded project.

MINIMUM REQUIREMENTS:

- Matric or relevant qualification.
- Availability to work after-hours and weekends as per project demands.
- Experience in coordinating events/conferences and workshops.
- Experience in working effectively under pressure and tight deadlines.
- Experience in reconciling accounts
- Ability to work effectively with multiple stakeholders.
- Being proactive, taking action to achieve results beyond what is required.

Send all applications to hadebeS8k@ukzn.ac.za. Your two-page application must show that all job requirements are met. Applications longer than two pages will not be considered.

This is a 12-month contract post with no benefits. The post is externally funded.

To be considered, your subject header must clearly state: Job Application for Project Coordinator and the Post Number.

No late applications will be considered.

The school reserves the right not to appoint.

The closing date for receipt of applications is Wednesday, 20 June 2025

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.

