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

**COLLEGE OF HUMANITIES**

# SCHOOL OF RELIGION, PHILOSOPHY AND CLASSICS

**UJAMAA CENTRE FOR BIBLICAL AND THEOLOGICAL COMMUNITY DEVELOPMENT AND RESEARCH**

**EARTH THEOLOGY PROGRAM COORDINATOR**

# MONTHS FIXED TERM APPOINTMENT

**(RENEWABLE DEPENDING ON THE AVAILABILITY OF FUNDS)**

**PIETERMARITZBURG CAMPUS**

**REFERENCE NUMBER: UJAMAA 02/2025**

The School of Religion, Philosophy and Classics (SRPC) is a School that recognizes the importance of Community Engagement (CE) as one of the critical components of the University’s teaching, learning and research commitment. The Ujamaa Centre for Biblical and Theological Community Development and Research is a recognized University Centre of the University of KwaZulu-Natal. The Ujamaa Centre is an interface between socially engaged biblical and theological scholars, organic intellectuals, and local communities of the poor, working-class, and marginalised. It has five vibrant community based programs focusing on the intersectionality between religion, gender, economy, politics and environmental justice. The Ujamaa Centre is externally funded and seeks to appoint a dynamic Earth Theology Program coordinator on a part time basis in and hybrid position to coordinate the activities of the program aimed at developing and engaging the thematic program area and climate justice resources.

**DUTIES**

# General cross-program administrative and logistical support

* General office administrative support
* General program and workshop related administrative support across all programmatic areas within Ujamaa
* Financial administration in assistance of Ujamaa Financial Officer
* Procurement
* Travel bookings
* Minute taking
* General logistical support across all programmatic areas within Ujamaa

# Earth Theology Program Coordination and Administration

* Development of Earth Theology as an intellectual project and programmatic area within Ujamaa
* Workshop coordination and facilitation
* Community engagement intervention strategy development and implementation in Earth Theology as a programmatic area.
* Stakeholder and strategic partner identification, engagement and networking.
* Development and collating of Contextual Bible Study resources pertaining to Earth Theology.
* Dissemination of learnings in the thematic area in the form of publications and conference presentations.
* Execution of the annual public lecture connected to the program area.
* Report writing for the thematic area.
* Popular publication development in the thematic area.
* Development and implementation of M&E pertaining to the program area.

# MINIMUM REQUIREMENTS

* 3 Year BTh qualification from a recognized tertiary education institution demonstrating applicability to advertised program area.
* Must have at least 3 years’ experience in the field of community mobilization and must demonstrate applicability to advertised program area.
* Must illustrate a commitment to the development of critical engagement and resources in the Climate Justice sector.
* Must have excellent verbal and written communication skills
* Must have experience in coordination and administration of programs
* Must have experience in MS Word, Excel and PowerPoint
* Must have the potential to do research and publication

**No benefits are attached to this position.**

The closing date of receipt for the submission of applications is **14 July 2025**

**Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at** [**www.ukzn.ac.za.**](http://www.ukzn.ac.za/) **The reference number must be clearly indicated.**

# Completed forms may be sent to Ms Senzoh Ntombela - NtombelaS4@ukzn.ac.za

**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.**