

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

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**COORDINATOR: PRIS (PEROMNES GRADE 9)
(SIX-MONTH FIXED TERM APPOINTMENT)**

**COLLEGE PUBLIC RELATIONS
WESTVILLE CAMPUS**

REFERENCE: AESPR02/2025

An opportunity for a six-month temporary appointment has arisen to work exclusively on a project in the College of Agriculture, Engineering and Science (CAES), of limited and defined duration. The College's Postgraduate Research and Innovation Symposium (PRIS) is an annual event for postgraduate students in CAES. Reporting to and in consultation with the College Public Relations Manager, the successful candidate will be expected to coordinate the various activities relating to PRIS 2025. This includes inter alia: coordination of planning committee meetings, theme decision, sourcing of key note speakers, liaison with participating Schools, coordination and training of judging panels, online moodle judging system coordination, fundraising, industry participation, exhibitors, venue, catering and logistical arrangements, gala dinner, advertising and marketing, media coverage, video coverage, website development, MSc and PhD student entry screening and coordination, compilation of abstracts and proceedings, post symposium evaluation and reporting, and general administration.

This incumbent will report to the College Manager: Public Relations.

Minimum Requirements

- A relevant three-year degree (Marketing, public relations, project management).
- Two years' experience in a public relations and marketing environment, preferably in the field of education.
- Proven experience of involvement in organising a large academic symposium/conference.

Remuneration: remuneration for the position will be according to the approved University's remuneration policy. There are no benefits associated with the position.

Enquiries and details about the post, may be directed to Sally Frost on 031-2607642 or email: frosts@ukzn.ac.za

The closing date for receipt of applications is **23 July 2025**.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to frosts@ukzn.ac.za.

Please consider your application unsuccessful if you have not been contacted within 4 weeks of the closing date.

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.