***The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.***

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

 **SCHOOL OF COMMERCE**

**Self-Funded Teaching Programme**

**FIXED-TERM (ADHOC) TEACHING ASSISTANTS IN POSTGRADUATE DIPLOMA IN FINANCIAL PLANNING (PGDIP FP)**

**REF NO.: SOC-FINA-TA/2025**

The School’s Self-Funded Teaching Programmes seeks to recruit Teaching Assistants for the Postgraduate Diploma in Financial Planning.

Minimum Requirements:

* A Master’s /PhD degree in Finance/Accounting (any other relevant PhD will be considered for Research Methodology)
* Experience in teaching/tutoring Finance/Financial Planning at a tertiary level
* Experience with teaching/assessments in an online environment

Teaching Assistant positions are available for the following semester 2 modules:

* 1. FINA 602 Research Methodology
	2. FINA 603 Wealth Management
	3. FINA 606 Risk Management and Ethics
	4. FINA 608 Integrated Financial Planning

Applicants should be competent in tutoring any two of these modules.

The incumbent will report to the SFTP Director, devolved to the Program Manager, and the module coordinator.

**For further information, contact Paul-Francois Muzindutsi, email:** MuzindutsiP@ukzn.ac.za

Communication will be limited to short-listed candidates.

Appointments of selected candidates can only be finalized, once the following are concluded:

* The verification of work permit to cover the duration of the contract if you are not a permanent RSA resident,
* You have completed the Application for Private Work form and have received the appropriate recommendation of your Academic Leader or Line Manager and Dean (for UKZN permanent academic & support staff and employees of other public higher learning institutions), and
* You have submitted a copy of your ID (for SA residents).

The duties of the chosen candidate include assisting the lecturer in the facilitation of an active online learning environment using the university online forums (Microsoft Teams, Zoom, Moodle), the facilitation of all online tutorials, assistance in setting up assessments

online, marking assessments, and maintaining availability to students. Attendance at all training workshops hosted in the interest of creating a digital pedagogy is mandatory.

The remuneration package offered will be dependent on the qualifications and experience of the successful applicant, and will be in accordance with the University’s policy on fixed- term appointments.

The closing date for receipt of applications is 28 July 2025.

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at [www.ukzn.ac.za.](http://www.ukzn.ac.za/) Completed forms must be sent to Ms. Nokwazi Mkhize via e-mail: mkhizen9@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.***