

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.

**DVC: TEACHING AND LEARNING**

**STEM Learner Enhancement Pilot Project**

**PROJECT ADMIN OFFICER – PEROMNES GRADE 10 (1 POST)**

**HOWARD COLLEGE CAMPUS**

**FIXED-TERM APPOINTMENT: 01 AUGUST 2025 – 30 SEPTEMBER 2026 (14 MONTHS)**

**REFERENCE NO.: STEM\_LE-01/25**

The University Teaching and Learning Office (UTLO) seeks to employ one individual to work as a Project Admin Officer on a full-time basis on a 14-month fixed-term contract. The incumbent will be required to assist with project administrative responsibilities in the STEM Learner Enhancement Pilot Project, as well as other related projects.

**MINIMUM REQUIREMENTS:**

- Matric plus a relevant two-year post-school qualification.
- Good communication and interpersonal skills.
- Three years of project administration experience in the higher education and training environment.
- Proven computer literacy, including competence in spreadsheets and word processing.
- Proven experience in financial administration, including procurement practices.

**ADVANTAGES:**

- Availability to work after-hours and on weekends as per project demands.
- Experience working in community outreach.

Enquiries regarding this post may be directed to Ms Nomzamo Nxumalo, email - NxumaloN2@ukzn.ac.za.

Remuneration: In accordance with the UKZN Fixed Term Rates of pay.

The closing date for receipt of applications is **Tuesday, 05 August 2025**. The University, however, reserves the right to accept late applications or extend the above date to facilitate further searches. The University reserves the right not to make an appointment.

To apply: complete the relevant application form, which is available on the [UKZN vacancies webpage](#). Completed forms must be **emailed to Ms Nomzamo Nxumalo: NxumaloN2@ukzn.ac.za**. CVs will NOT be accepted or considered. Please quote the advert reference number in the subject line and name your application as your full name and surname, e.g., Ndoda Smith.

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Information Act, 2013, "POPIA") submitted by candidates when applying for positions at the University. The provision of Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is 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 the personal information recorded through this recruitment and selection process.*