

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

TEACHING & LEARNING DIVISION

ONE-YEAR FIXED TERM CONTRACT

EVENTS COORDINATOR/EVENTS FINANCE OFFICER

**UNIVERSITY TEACHING AND LEARNING OFFICE
HOWARD COLLEGE CAMPUS**

REF NO. UTLO-ECEF/2025

The University Teaching and Learning Office seeks to appoint a dynamic and energetic Events Coordinator with great organisational, communication and interpersonal skills. S/he must have a proven ability to work under pressure, follow up on the matter at hand, collect and disseminate relevant information and meet deadlines. The person must be able to take the initiative and solve problems based upon the information collected. S/he must have an attitude and work ethic of professionalism demonstrating courtesy, friendliness and the confidentiality expected in a senior executive office of the university. This means being able to work with colleagues across colleges and relevant departments. The successful candidate will not only coordinate events but also handle budgetary, procurement and finance related to the coordinated events.

MINIMUM REQUIREMENTS:

The successful candidate will:

- Possess an honours degree or postgraduate diploma in social sciences or management
- Have at least two more years of administrative experience, including event coordination
- Have experience in the teaching and learning environment
- Be able to develop and maintain an events calendar with relevant programme design
- Demonstrate an ability to plan, coordinate and implement events
- Organise meetings, take and distribute written minutes
- Serve as a communication link between the University Teaching & Learning Office and Corporate Relations for approvals and information dissemination
- Ensure that financial and evaluation reports of all functions are completed.
- Write detailed reports on events coordinated
- Be able to work independently and as part of a team.

PERSONAL ATTRIBUTES

- Enjoys working with people
- Self-motivated, self-starter
- Plans meticulously and is deadline-oriented
- Is an adaptable team-player
- Strives for quality outcomes

HOW TO APPLY:

You need a copy of your:

- ID
- Comprehensive CV
- Full academic transcripts
- Proof of registration
- Introductory covering letter

Send relevant documents together with a letter of introduction to utlo@ukzn.ac.za. Working hours and remuneration are in accordance with UKZN policies, procedures and rates.

Only short-listed candidates will be contacted.

Enquiries about this position may be directed to Professor Fayth Ruffin at ruffin@ukzn.ac.za.

The closing date for receipt of applications is 26 August 2025. Applications must be submitted to utlo@ukzn.ac.za

“UTLO-ECEF/2025” MUST be clearly stated in the subject line.