

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 INTERNSHIP PROGRAMME

DOCTORAL CANDIDATE INTERN

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

REF NO. UTLO-PhD-Internship/2025

The UKZN Teaching and Learning Office (UTLO) invites applications from advanced PhD candidates for our Internship Programme. The purpose of this internship is to afford a UKZN doctoral candidate the opportunity to gain work experience in and exposure to higher education management and research. In furtherance of one of UTLO's mandates, the successful candidate will collaborate with academics, researchers and students to help create supportive, adaptable and innovative learning environments. Specifically, the successful PhD intern will assist with the management and monitoring of action research associated with our Siyaphumelela Project 3.0. The project is entitled Towards student-centred integration of evidence-based practices: Designing, implementing and testing interventions for student access and success. The successful candidate will work with College liaisons and selected departments in executing and monitoring the university-wide action research project.

The incumbent will report to the Interim Director: Teaching and Learning.

MINIMUM REQUIREMENTS:

The successful candidate will:

- Be a UKZN registered advanced PhD candidate (at data collection stage or beyond)
- Exhibit verbal and written communication skills, including editorial competencies.
- Possess knowledge of and experience in qualitative and quantitative research, academic writing and report-writing skills.
- Be able to work independently and as a team member to achieve specified goals and objectives.
- Support research planning, design data collection tools, collect, record, analyze and interpret data, drawing inferences and conclusions.
- Use research results to write reports, papers and reviews and present findings to relevant stakeholders – orally and in writing.
- Demonstrate competence in computer software packages such as word processing, spreadsheets, and presentations, including general business computer literacy.
- Have the ability to work with internal organisational stakeholders across all levels of the University or equivalent body and with external stakeholders.

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ADVANTAGES:

- Planning and conducting workshops and seminars.
- Demonstrable competence in data management and process automation solutions such as M365, SharePoint, forms, and databases.
- Knowledge of the Department of Higher Education (DHET) and Council of Higher Education (CHE) requirements.
- Publications and conference presentations.
- Competencies in project management, business analysis, digital transformation, change management and data analytics.
- Knowledge of student support and success frameworks.
- Experience in monitoring and evaluation.

PERSONAL ATTRIBUTES REQUIRED FOR THE INTERNSHIP

- Excellent interpersonal skills
- Self-confident life-long learner
- Ability to work independently and under pressure whilst meeting deadlines
- Professionalism, diplomacy and tact

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 internship may be directed to UTLO email at utlo@ukn.ac.za.

The closing date for receipt of applications is the 25 September 2025. Applications must be submitted to utlo@ukzn.ac.za

“UTLO-PhD-Internship” MUST be clearly stated in the subject line.