

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

**COLLEGE OF HUMANITIES**

**USINGA ASSISTANT ADMINISTRATOR: COMMUNITY ENGAGEMENT  
12 Months Fixed Term Appointment  
SCHOOL OF SOCIAL SCIENCE  
HOWARD COLLEGE CAMPUS  
REFERENCE NO: SOSS: UAACE01/2025**

The School of Social Sciences seeks to appoint two Assistant Administrators: Community Engagement under USINGA Project. The incumbent will be responsible for day-to-day support in engaging with community members and stakeholders, coordinating outreach activities, organizing events, and ensuring smooth logistical operations for project activities. USINGA is a health and demographic surveillance node of the South African Population Research Infrastructure Network (SAPRIN).

The successful candidate will be reporting to the Community Engagement Coordinator.

**MINIMUM REQUIREMENTS:**

- Grade 12
- 1 year experience working with communities or helping with projects.
- Basic computer literacy
- Proven experience in event management and facilitation

For queries, contact USINGA on [USINGA@ukzn.ac.za](mailto:USINGA@ukzn.ac.za)

**The closing date for receipt of applications is Thursday, 25 September 2025**

Please state the job title and the reference in the subject line

Applicants are required to submit the following:

- A comprehensive CV outlining the relevant experience.
- Certified copies of certificates.

Candidates must be willing to travel, assist in the field and support with fleet management.

Applications must be emailed to [USINGA@ukzn.ac.za](mailto:USINGA@ukzn.ac.za).