**The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups per our Employment Equity Plan, including persons living with disabilities.**

**OFFICE OF THE COLLEGE DEAN OF TEACHING & LEARNING,**

**COLLEGE OF AGRICULTURE, ENGINEERING & SCIENCE (CAES)**

**FIRST-YEAR EXPERIENCE MENTORS**

**(EIGHT MONTHS EXTERNALLY FUNDED FIXED TERM CONTRACT)**

**CAMPUS: HOWARD/ PIETERMARITZBURG/ WESTVILLE**

**REF NO.: FYE1/2026**

The University of KwaZulu-Natal (UKZN) is committed to student access, diversity and success. The Office of the Dean of Teaching and Learning at UKZN seeks to appoint First-Year Experience (FYE) Mentors in CAES in the UKZN First-Year Experience (FYE) Programme for 2026. The post is a fixed-term contract with no benefits attached to this appointment. The post is renewable, subject to the performance of the incumbent and the availability of external funding. The FYE Mentors connect the undergraduate First Time Entry Students (FTENs) to the UKZN community and support their participation and completion of the compulsory online UKZN FYE Programme. The FYE Programme is a blended mode of delivery. Each mentor will be allocated a group of mentees (FTENs) and will provide them with information on how to access the various units of the UKZN Programme, details about Orientation and registration, and respond to questions and queries relating to these and related activities. The FYE Mentor will also monitor and evaluate the mentees’ progress and completion of the four units in the UKZN FYE Programme. The successful candidates will report to the FYE Coordinator/s.

**Minimum Requirements:** *Applicants must meet the following minimum requirements:*

* Be currently registered as a 3rd or 4th year undergraduate student **OR** postgraduate student in the College of Agriculture, Engineering and Science (*It is preferable to apply for this position on the campus at which you are registered.*)
* Must have a good academic record, with evidence of being on track regarding the progression rules for your studies.
* Must demonstrate an ability to communicate (written and verbal proficiency) professionally in English, with proficiency in IsiZulu being an advantage.
* Must be able to use video conference tools such as MS Teams and Zoom.

**The Incumbent must:**

* Be able to work well under pressure and independently
* Have a high level of personal integrity and ability to deal with sensitive issues with delicacy and diplomacy while maintaining complete discretion and confidentiality
* Have good interpersonal skills to enable successful liaison and interaction with all University stakeholders
* Must have a clean/ clear criminal record
* Have basic Microsoft Office knowledge, especially for Excel and Outlook

**CLOSING DATE FOR APPLICATION: 17 October 2025 (midnight)**

Please activate Global Protect. You will need to use your UKZN login and password to access and complete the ONLINE APPLICATION FORM. Copy the link below into Google Chrome to activate it. Please note you will also be required to upload a one-page motivation letter outlining your suitability for this position.

 **Copy this link into Google Chrome:**

[**https://forms.office.com/r/m9MHGMLHwV?origin=lprLink**](https://forms.office.com/r/m9MHGMLHwV?origin=lprLink)

**OR**

[CLICK HERE](https://forms.office.com/r/m9MHGMLHwV?origin=lprLink)

**Contact person for queries:**

*Ms Thembelihle Mirranda Mtshali* [*mtshalit@ukzn.ac.za*](file:///C%3A/Users/sneth/Downloads/First%20Year%20Experience%20Programme%202024/2024%20Mentorship%20Programme/Mentor%20Recruitment/mtshalit%40ukzn.ac.za)

 *Tel: 033 260 6204*

**NB**: *Successful candidates will need to attend a mandatory training session in November 2025. No emailed or late applications will be considered.* *Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant/s may not hold dual/ concurrent appointments in other Colleges, Schools or Units at UKZN.*

***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 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.***