

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.

COLLEGE OF LAW AND MANAGEMENT STUDIES (CLMS)

TEACHING AND LEARNING UNIT

WESTVILLE, HOWARD COLLEGE AND PIETERMARITZBURG CAMPUSES

WRITING PLACE TUTORS

3 MONTHS FIXED TERM CONTRACT (10 HOURS/WEEK)

REFERENCE NO: CLMSWP-01/2026

The College of Law and Management Studies seeks to appoint tutors at the Writing Place at the Westville, Howard College and Pietermaritzburg Campuses for the first semester of 2026 for a fixed term contract. Successful applicants will report directly to the Writing Place Coordinator and Head: Teaching and Learning. The Writing Place offers academic writing and literacy support to students in the College. The Teaching and Learning Unit invites all interested Masters and PhD students who meet the requirements below to apply for the position of Writing Place tutor.

MINIMUM REQUIREMENTS:

- Registered for a Masters or PhD degree in the College of Law and Management Studies at UKZN in 2026 (Management Studies or Law disciplines); **OR**
- Registered for a Masters or PhD degree in the College of Humanities in 2026 and completed modules from the College of Law and Management Studies (Management/Marketing/Human Resources/Entrepreneurship) in undergraduate degree;
- An excellent academic record, excellent academic writing and communication skills;
- At least one year traceable experience in student tutoring/lecturing, assessment, marking and providing feedback on written work;
- Competency in Microsoft applications (Word/Excel/PowerPoint); online teaching platforms (Learn/Microsoft Teams/Zoom) and other programmes used in teaching and learning at UKZN (Grammarly/Turnitin/EndNote);
- Good understanding of academic literacy issues in the South African context;

- Good understanding of emerging issues in the use of artificial intelligence in academic writing;
- Tutor training certification (University Teaching Assistant Programme and Understanding Plagiarism) will be considered an advantage.

CLOSING DATE FOR APPLICATION: Friday 31 October 2025

Applicants are required to email the following:

- Two page CV
- Cover letter
- Reference letter
- Academic record
- Two page excerpt from latest piece of own academic writing

to the Writing Place Coordinator, Ms Serrenta Naidoo (naidoos2@ukzn.ac.za), no later than 16:00 Friday 31 October 2025. No late or incomplete applications will be considered, and communication will be limited to shortlisted candidates only. Please specify clearly in the subject line the advert reference number and which campus you are applying for.

Only short-listed candidates will be contacted. The College reserves the right not to make any appointments.

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 provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as 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 of the personal information recorded through this recruitment and selection process.