

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

COLLEGE OF AGRICULTURE, ENGINEERING & SCIENCE (AES)

CALL FOR EXPRESSIONS OF INTEREST: ELIGIBLE PERMANENT MEMBERS OF STAFF ARE INVITED TO APPLY FOR THIS ACTING OPPORTUNITY

**ACTING DIRECTOR: COLLEGE PROFESSIONAL SERVICES
(PEROMNES GRADE 5)
PIETERMARITZBURG/DURBAN CENTRE**

REF NO.: AES01/2025

An opportunity has arisen for a permanent employee within the University to act in the position of Director: College Professional Services. The appointment will be for a period of 6 months or until the substantive post is filled, whichever is earlier.

The successful appointee will oversee the operations of Finance, Human Resources, Public Relations, and Student Support Managers in the College, who report into Division structures. The ADPS will line manage the School based Managers (School Student Administration Manager, and School Operations Manager) and, through them, School based Administrative Staff. The Director is a senior member of the College Leadership Management structure and collectively responsible to deliver College strategy with the College DVC and College Deans.

The incumbent will have a presence in both Durban and Pietermaritzburg Centres, and travel between campuses of operation.

The incumbent will report to the Deputy Vice-Chancellor and Head of College, and will have fractional line management responsibility to the University Registrar. S/He will, with the Directors in the Registrar's Office, support the Registrar in managing the Student Academic Functions in a coordinated manner.

In accordance with the Policy "Redeployment, Secondment, Transfer and Acting Appointment, the employee should meet most, if not all requirements.

Minimum Requirements:

- Relevant Masters' degree
- A minimum of five (5) years relevant experience in management at a senior level in the Higher Education Environment
- Two (2) years cross-functional general management experience (this must include Finance and Academic Services) in a Higher Education Environment
- Unendorsed Driver's license

A non-pensionable allowance will be paid for the duration of the acting appointment.

Interested employees should send an expression of interest, explaining how they meet the minimum requirements to perform adequately in the role, to Ms Mbalenhle Gumbi, Gumbim@ukzn.ac.za by no later than 12 December 2025, close of business. She can also be contacted for related queries and the job profile.

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.