

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 HEALTH SCIENCES
STUDENT SUPPORT SERVICES

STUDENT WELLNESS AND ACADEMIC TRANSFORMATION [SWAT] ADMINISTRATOR

WESTVILLE CAMPUS -(FIXED TERM CONTRACT) REFERENCE:SWAT-ADMIN-2026

CLOSING DATE: 27 January 2026

The College of Health Sciences - Student Support Services, seeks to employ an Administrator for the Student Wellness and Academic Transformation (SWAT) Programme. The incumbent will assume duty in February 2026. The incumbent will offer administrative and technical support on the automated SWAT programme. The post is a fixed-term contract with no benefits attached to this appointment. The post is renewable each year, subject to the performance of the incumbent and the continued availability of external funding. The SWAT Administrator will coordinate, implement and support all activities related to the SWAT Programme. The successful candidate will report to the Manager: Student Support Services, College of Health Sciences.

MINIMUM REQUIREMENTS:

- Completed degree or currently registered in postgraduate studies, preferably in the field of Information and Communication Systems or related fields, completing a dissertation, and who do not attend lectures during the day
- Knowledge of qualitative and quantitative research methods and analysis
- Experience in the use of automated workflow processes, online systems and online surveys
- Proficient in data capturing and information extraction for monitoring, evaluation and accountability reporting
- Proficient in the use of statistical software packages
- Advanced skills in Microsoft 365 including MS Office packages
- Do not have **any other employment contract at UKZN**

KEY RESPONSIBILITIES

- Manage the SWAT programme deliverables according to the SWAT project timelines
- Facilitate and support the SWAT rollout in collaboration with SSS Manager and ICS
- Facilitate SWAT training for all Users
- Facilitate all SWAT automation activities
- Ensure the smooth flow and functioning of Users on the SWAT System
- Administrative support on all SWAT related programmes in collaboration with the SSS team
- Facilitate SWAT procurement /claims
- Compile monthly, quarterly and Annual SWAT reports
- Maintain the UCDP -SWAT grant activities and requirements
- Other duties as deemed necessary by the Manager: Student Support Services

REMUNERATION: Fixed term contract rates, please note that there are no benefits attached to this post.

APPLICATIONS: Applicants are required to complete the application form (Support) by clicking on the link <https://hr.ukzn.ac.za/forms/> together with a cover letter highlighting their experience in, and providing evidence for, each of the requirements as listed above, with a brief CV to Dr Zama Mtshali on MtshaliZ@ukzn.ac.za with *your name and SWAT-Admin-2026* in the subject line.

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 endeavor 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