

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)

WRITING PLACE TUTORS
(THREE MONTH - EXTERNALLY FUNDED FIXED TERM CONTRACT)
CAMPUS: WESTVILLE/HOWARD/PIETERMARITZBURG

The University of KwaZulu-Natal (UKZN) is committed to student access and success. The Office of the Deans of Teaching and Learning at UKZN seek to appoint Writing Place tutors per College. The post is a fixed-term contract with no benefits attached. The post is renewable, subject to the performance of the incumbent and the availability of external funding. The Writing Place offers academic and scholarly/ scientific writing and literacy support to students in the Colleges. The Writing Place Tutors provide support to students through building up critical reading, thinking, and academic writing skills and competencies necessary for achieving and maintaining good academic performance and success. A blended mode of delivery is envisaged, and this includes, but is not limited to, individual tutoring activities, reviewing and commenting on draft versions of documents, and group workshops that can be undertaken through virtual interaction and face-to-face contact. The Writing Place tutors report to the Teaching & Learning Coordinator and, when required, the Head of CASSE and Dean of Teaching and Learning.

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

- Must be currently registered for a Master's, with current registration for PhD an advantage
- Must have a good academic record, with evidence of being on track in regard to 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.
- Traceable employment history as a Tutor/ Teaching Assistant/ Demonstrator/Writing Place Tutor with at least one year of working experience in marking and providing feedback on students' assessments.

The Incumbent must:

- Be able to work well under pressure, independently and as part of a team.
- Be meticulous with record-keeping and reporting.
- 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
- Demonstrate an excellent understanding of academic/ scholarly/scientific writing and reporting.
- Must have no criminal record

CLOSING DATE FOR APPLICATION: 28 January 2026

To apply, please click on the link [HERE](#)

No emailed applications will be accepted

Enquiries and details regarding this post, including requests for a job profile, may be directed to Ms Thembelihle Mtshali at MtshaliT@ukzn.ac.za

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.