

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 in accordance with our Employment Equity Plan.

**COLLEGE OF LAW AND MANAGEMENT STUDIES
GRADUATE SCHOOL OF BUSINESS & LEADERSHIP
MANAGER: SHORT COURSES (Grade 6)**

**WESTVILLE CAMPUS
REFERENCE NUMBER: 00068**

The Graduate School of Business and Leadership (GSB&L) seeks to appoint a suitably qualified candidate to the position of Manager: Short Courses. The incumbent is responsible for the operational management, development, and coordination of short learning programmes across UKZN, implementing the strategic direction of the Director: Business Engagements and Executive Education, and positioning GSB&L as the central hub for these offerings.

The role ensures academic compliance, quality delivery, and alignment with institutional priorities while coordinating faculty and industry experts, managing operational teams, and engaging with Colleges, Schools, and stakeholders to expand the portfolio and achieve revenue and growth targets. The Manager also works with GSB&L professional services to ensure seamless administrative

Minimum Requirements:

- A relevant Honours Degree (Education, Business, Management, or related field).
- Eight (8) years' experience (of which at least three (3) years should be at a managerial level) in executive education, short course management, corporate training, or professional development programmes, with a proven record of designing, delivering, and managing high-impact learning initiatives for corporate and public-sector clients
- Demonstrated expertise in academic coordination, programme management, and institutional collaboration, with a proven ability to work across Colleges and Schools, ensure compliance, and maintain high academic and operational standards.
- Track record of supporting revenue generation through effective programme management, accurate financial tracking, and collaboration with the sales team to ensure short courses are sustainably costed and delivered.

The job profile, which describes the leadership credentials and personal attributes for appointment, can be obtained from Ms. Ngcobo, Ngcobon24@ukzn.ac.za

The closing date for receipt of applications is Friday, 06 March 2026

Communication will be limited to the short-listed candidates

The University subscribes to the Total Cost to Employer (TCE) Remuneration Model.

Appointment to this post will be made in accordance with the January 2018 Conditions of Service.

Applicants are required to complete the relevant application form (application form-SUPPORT), which is available on the Vacancies page of the University website at www.ukzn.ac.za.

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