

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE
ACADEMIC DEVELOPMENT OFFICERS (GRADE 11)
8-MONTH FIXED TERM CONTRACT [FULL TIME] – EXTERNALLY FUNDED**

CASSE Advertisement reference number: ADO1/2026

The University of KwaZulu-Natal (UKZN) is committed to student access, diversity and success. The office of the Dean of Teaching and Learning at CAES seek to appoint Academic Development Officer (ADO). The incumbent will address teaching and learning mandates in the college. S/he will be responsible for: running of the academic support programmes (including supplemental instruction, writing place, and residence tutorials); training and monitoring of tutors and supplemental instruction leaders; providing academic advising to students; monitoring student performance as well as any other duties as assigned by the Head of Centre: CASSE and/or the Dean: College Teaching and Learning. The incumbent may be required to periodically travel off campus and work overtime. The remuneration is from an external source of funding and may be extended subject to performance of the incumbent, availability of funds, and if relevant permission is granted by college authorities. The incumbent will report to the Head of Centre: CASSE

Minimum requirements:

- A Master's degree in any appropriate field aligned to the College of AES.
- Minimum two years of experience in planning, coordinating and overseeing academic or student support programmes.
- Proficient in computers: Microsoft Office Suite, Learn and MS Teams.
- Must demonstrate ability to communicate (written and verbal proficiency) professionally.
- Must show evidence of data analysis and report writing

Personal Attributes required for the post:

- Be able to work well under pressure and independently.
- 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 and client service skills to enable successful liaison and interaction with all University stakeholders.
- Must have no criminal record.

Remuneration and other information:

- A completed PhD, certification as a Supplemental Instruction Trainer or Academic Advisor will be an advantage.
- Remuneration will depend on the UKZN and UCDP approved rates of employment.
- Staff employed as full-time cannot register for doctoral or other studies as full-time students. Any part-time studies or employment should only be undertaken with the information and consent of the line manager, and where applicable, with Private Remuneration Work approval.
- The post(s) may be renewable, subject to the performance of the incumbent, the availability of external funding and approval by the relevant college management structures.
- The position is for fixed-term and would not lead to permanent employment of the university.
- The position does not include any benefits.

Enquiries and details regarding this post, may be directed to **Dr Bobby Varghese, Head, CASSE** via e-mail: Varghese@ukzn.ac.za.

The closing date for receipt of applications is Wednesday, 8 April 2026.

Applicants must complete the application form for Support Staff available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to NtshangaseS4@ukzn.ac.za The advert reference number MUST be clearly stated in the subject line.

Please note that the college reserves the right to not fill this position or re-advertise these positions in the case that a suitable candidate is not found, or to increase the pool of candidates.

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. We refer you to the University's relevant Section 18 notice at http://vacancies.ukzn.ac.za/Libraries/General_Documents/Section_18_Notice_-_Employees_and_Potential_Employees.sflb.ashx