

**The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve retrospectivity 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 AND LEADERSHIP**

**CALL FOR EXPRESSIONS OF INTEREST: PROGRAMME COORDINATOR (1 post) (THREE YEAR
FRACTIONAL APPOINTMENT)
WESTVILLE CAMPUS**

An opportunity has arisen for Programme Coordinators in the following programmes: Master of Business Administration for **a period of three years.**

Programme Coordinators will provide teaching and learning leadership in the specified programme.

The appointee to the coordinator position should have experience working as part of a team and must be able to demonstrate effectiveness in such a role. This involves the ability:

- to ensure that vital tasks are carried out within the programme;
- to give attention to applications, enrolments, timetables, course- outlines, and booklists.
- to oversee and manage the academic quality of the programme;
- to assist in resolving student matters;
- to initiate changes and updates to existing programmes;
- to propel and advance the development of new programmes if required;
- to promote collegiality amongst the stakeholders of the programme;
- to advise and assist colleagues and the school leadership; and
- to work effectively with professional services staff.

Minimum Requirements:

- Doctoral degree or evidence of having successfully completed the degree

Note: Enquiries and details regarding this post may be directed via email to Head of Masters and Postgraduate Programmes in the Graduate School of Business and Leadership, Prof Jobo Dubihlela; Dubihlelaj@ukzn.ac.za who serves as line manager for these positions*.

Interested employees should send an expression of interest explaining how they meet the minimum requirements to perform adequately in the specified coordinator role and a Curriculum Vitae to Ms Hassina Cassim cassimh1@ukzn.ac.za by no later than close of business on **Friday, 10 April 2026**. Ms. Hassina Cassim can be contacted at cassimh1@ukzn.ac.za for enquiries.

*The colleague appointed to the role of programme coordinator role for the Master of Commerce in Leadership Studies by this process will be retained for the period agreed per their contract if/when the programme is relocated to the School of Commerce (SoC) (line management for the appointed programme coordinator will be amended to the SoC as required.)

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 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 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.

