

University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan

Applications are invited from internal permanent staff for Fixed-Term Academic Coordinator post within the School of Commerce

COLLEGE OF LAW AND MANAGEMENT STUDIES

**ACADEMIC COORDINATOR RESEARCH AND HIGHER DEGREES X2
THREE-YEAR FIXED-TERM APPOINTMENT
WESTVILLE/ PIETERMARITZBURG CAMPUS**

REFERENCE NUMBER:SOC09/2026

The incumbent in the post of Coordinator: Higher Degrees and Research will be a permanent academic staff member in the School of Commerce, based on either the Westville or Pietermaritzburg campus. He or she will provide academic coordination and campus liaison in all aspects of research and higher degrees for both the mainstream and SFTP programmes within the school. He or she will complement the role of the Head: Research and Higher Degrees within the School. Responsibilities will include assessing admissions, overseeing Higher Degrees and Research processes, evaluating proposal presentations, and monitoring supervision and research matters as delegated by the Head of Higher degrees and Research. The incumbent will also recommend these matters for approval where required. In addition, they will work closely with professional staff to respond to student queries as delegated.

Minimum Requirements:

- Doctoral degree at the level of Senior Lecturer or above
- Performing at or above the norm of expectation at the level of appointment
- Experience in development and/or management of academic programmes

Enquiries and details regarding this post may be directed to the Acting Dean and Head of School, Prof Stephen Mutula mutulas@ukzn.ac.za.

The closing date for receipt of applications is Monday, 27 April 2026.

The University reserves the right not to make any appointment. Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to nyuswaz@ukzn.ac.za.

Advert Reference Number MUST be clearly stated in the subject line. Please state your campus preference along with the reference.

Due to the large number applications received, only successful applicants will be notified.

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.

