

The 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.

COLLEGE OF LAW AND MANAGEMENT STUDIES
TEACHING AND LEARNING PORTFOLIO

CALL FOR EXPRESSION OF INTEREST: ADMINISTRATIVE SUPPORT (X1)
ADVANCED ACADEMIC SUPPORT PROGRAM

PART-TIME (PROJECT FUNDED)
WESTVILLE CAMPUS

The Teaching & Learning Portfolio in the College of Law and Management Studies has secured funding to support approximately 300 students through the implementation of the Advanced Academic Support Programme, which aims to enhance academic performance and overall student success.

The programme delivers two integrated streams of support:

- Technical support: Targeted academic assistance aligned to students' modules
- Non-technical support: Holistic student support, including referral pathways for non-academic challenges

In addition, all participating students will complete a short learning programme in Data Analytics and Artificial Intelligence Fundamentals, equipping them with future-oriented skills.

Interested candidates are invited to submit an Expression of Interest for the part-time, project-funded Administrative Support role. The successful candidate will report directly to the Programme Manager.

Minimum Requirements:

- A Diploma (NQF Level 5/6) or equivalent qualification
- A minimum of three (3) years' general administrative experience, with at least two (2) years in a university or tertiary education environment
- At least two (2) years' experience working with student administration systems (e.g. SMS, ITS, iEnabler)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual platforms (MS Teams/Zoom)
- Experience with learning management systems (e.g. Moodle/Learn) will be an added advantage
- At least two (2) years' experience in student data management
- Eligibility for PRW approval, where applicable

Key Responsibilities:

The successful candidate will be responsible for:

- Coordinating and scheduling meetings with sponsor teams
- Supporting tutors and mentors by facilitating meetings with programme coordinators
- Capturing and maintaining weekly attendance registers

- Assisting with the preparation and submission of monthly reports to sponsors
- Contributing to the development and dissemination of programme communication materials (e.g. short learning programme flyers)
- Distributing programme information to students across relevant platforms
- Providing administrative support for payroll-related processes for programme staff
- Utilising institutional systems, including SMS, Finance, and Human Resources platforms (e.g. iEnabler)
- Supporting programme activities, including those scheduled in late afternoons and weekends where required

Additional Competencies:

- Strong organisational and coordination skills
- Attention to detail and accuracy in data management
- Ability to work independently and within a team
- Good communication and stakeholder engagement skills
- Flexibility to work outside standard hours when required

Interested employees should send an expression of interest explaining how they meet the minimum requirements to perform adequately in the specified role and a Curriculum Vitae to Nokwazi Nontokozi Mkhize at MkhizeN9@ukzn.ac.za by no later than the close of business on **30 April 2026**.

Please include "Call for Expressions of Interest: Administrative Support " in the subject line of your email. Enquiries and details regarding the EOI may be directed to o Nokwazi Nontokozi Mkhize at MkhizeN9@ukzn.ac.za

You are invited to visit the College of Law and Management Teaching and Learning website at <https://ww2.clms.ukzn.ac.za/teaching-and-learning/>

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 person's 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.

