

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

AMENDMENT TO EXPRESSION OF INTEREST: PROJECT COORDINATOR (X1)

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) Project Coordinator role. The successful candidate will be responsible for the effective coordination, delivery, monitoring and reporting of all programme activities. The incumbent will report directly to the Programme Lead/Manager.

Minimum Requirements:

- An Honours degree (NQF Level 8) in Commerce or a related field (a Master's qualification will be an advantage)
- A minimum of **three (3)** years' experience in programme or project coordination/management (or combination of), preferably within a higher education environment
- Demonstrated experience in managing student support or academic development programmes
- Sound knowledge of university systems (e.g. SMS, ITS, iEnabler) and administrative processes
- Proficiency in MS Word, Excel, PowerPoint, Outlook, and virtual platforms (MS Teams/Zoom)
- Experience with learning management systems (e.g. Moodle/Learn) will be an added advantage
- Proven experience in data management, reporting, and stakeholder engagement
- Eligibility for PRW approval, where applicable

Key Responsibilities:

The successful candidate will be responsible for:

- Coordinating the planning, implementation, and day-to-day execution of programme activities
- Coordinating tutors, mentors, and administrative support staff to ensure effective delivery of support services
- Serving as a key point of contact with the Programme Lead/Manager, sponsor teams and internal stakeholders
- Tracking and supporting student participation, engagement, and progress across both academic and non-academic support streams

- Coordinating the rollout and delivery of the Data Analytics and AI short learning programme
- Monitoring programme activities against agreed timelines, targets and deliverables
- Compiling and submitting monthly and ad hoc reports to sponsors and College leadership
- Coordinating programme schedules, including workshops, tutorials and support sessions
- Supporting compliance with institutional policies, financial processes and reporting requirements
- Coordinating communication and dissemination of programme information to students
- Identifying operational risks and escalating issues to the Programme Lead/Manager
- Administering programme-related processes, including attendance tracking, payroll coordination and data management

Additional Competencies:

- Strong leadership and project management skills
- Excellent organisational coordination and time-management abilities
- High level of attention to detail, accountability, and professionalism
- Ability to manage multiple stakeholders and competing priorities effectively
- Excellent written, verbal and interpersonal communication skills
- Strong problem-solving and decision-making capabilities
- Ability to work independently and collaboratively within a team environment
- Flexibility to work outside standard office 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 Nontokozo Mkhize at MkhizeN9@ukzn.ac.za by no later than the close of business on **28 April 2026**.

Please include "Call for Expressions of Interest: Project Coordinator " in the subject line of your email. Enquiries and details regarding the EOI may be directed to o Nokwazi Nontokozo 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.