

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

COLLEGE OF HUMANITIES

**PROGRAMME CO-ORDINATOR (PAN-AFRICAN HUMANITIES DOCTORAL TRAINING) X2
PEROMNES GRADE 8
HOWARD COLLEGE CAMPUS
OFFICE OF COLLEGE DEAN: RESEARCH**

ONE YEAR FIXED TERM APPOINTMENT

REFERENCE: CRO1/2026

The College seeks to appoint a dynamic and efficient Programme Co-Ordinator for an exciting opportunity in the Office of College Dean: Research. The Pan-African Doctoral Training in Humanities (PADHT) programme is an initiative aimed at strengthening doctoral education, fostering international collaboration, and advancing research capacity across the African continent

The incumbent will coordinate and manage the academic and administrative operations of the Pan-Africa Doctoral Training in Humanities (PADHT) programme. This includes ensuring effective admissions management, monitoring doctoral progression, organising proposals for review, presentations, minute taking and liaising with supervisors and students, organising PADHT Higher Degree Committee meetings, keeping track of the students' progression, facilitating stakeholder engagement, and compliance with university policies and international partnership agreements. The position supports the Dean of Research in strengthening postgraduate training, international collaboration, and doctoral throughput within the College of Humanities

The successful candidate must be a team-player who subscribes to REACHt values and be able to work collectively with the team.

The incumbent will report to the College Dean: Research.

Minimum Requirements:

- Master's degree in Humanities, Social Sciences, or a related discipline.
- Minimum 2 years' experience in programme coordination, postgraduate administration, or research management within a higher education institution.
- Experience working with digital learning platforms and student information systems (e.g., ITS)

Enquiries and details regarding this post may be directed to Professor Ojong, email Ojong@ukzn.ac.za

The closing date for receipt of application is 6 May 2026.

The remuneration will be in line with fixed term rates of pay.

Applicants are required to submit a Curriculum Vitae, together with the cover letter indicating their experiencing in meeting the stipulated minimum requirements to Miss Fortune Mzobe, email Mzobef@ukzn.ac.za

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.