**University of KwaZulu Natal is committed to employment equity**

**College of Law and Management Studies**

**Post-Graduate Student Assistant (1 Post)**

**Three-Month Fixed-Term Appointment**

**School of Management, IT and Governance**

**Westville Campus**

**Reference No: MITG 21/2014**

The School of Management, IT and Governance wishes to appoint a Post-Graduate Student Assistant to assist 3rd year students in the **Discipline of Public Governance** with language skills and academic writing that suits a variety of audiences.

**Minimum Requirements:**

* Holder of a Honours or Master’s degree in English
* Or Currently registered for an Honours/Masters/PhD degree in the SMIG or in English
* Demonstrated academic writing ability (writing sample required)

**Advantages**

* Experience in tutoring and/or mentoring students, formally or informally
* Ability to communicate to a variety of audiences through various media
* Understanding of University guidelines and procedures (e.g. ethical clearance, Turn-it-in requirements)
* Experience in retrieval and presentation of information
* Experience of having worked in the Writing Place

**Communication will be limited to short-listed candidates.**

**Appointment to this post will be on the January 2012 Conditions of Service.**

**The remuneration package offered will be dependent on the qualifications and experience of the successful applicant, and will be in accordance with the University’s policy on fixed term appointments.**

**The closing date for receipt of applications is Wednesday 3 September 2014.**

**Applicants are required to complete the relevant application form which is available on the Vacancies page of the University’s website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to Ms Phumzile Mavundla at** [**mavundlap@ukzn.ac.za**](mailto:mavundlap@ukzn.ac.za) **together with a writing sample of at least one page.**

**Please state the title/advert reference number in your subject line.**

**For further information please contact Dr MO Dassah (Academic Leader: Public Governance), e-mail:** [**Dassah@ukzn.ac.za**](mailto:Dassah@ukzn.ac.za)