

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 HEALTH SCIENCES
INTERNSHIP

SCHOOL OF HEALTH SCIENCES

ONE (1) YEAR FIXED TERM APPOINTMENT

REFERENCE NUMBER: ukzn_000823

The incumbent will be expected to learn and develop a good understanding of general administration, academic services administration, student administration, research administration, committee administration, and logistics planning, from entry to exit.

The successful candidate will be required to acquire and demonstrate competency in specialized discipline administration activities, including: Academic Services Administration, Logistics Planning and Implementation, Basic (general) Administration (school level), Committee Administration and implementation processes, and Research Administration, through participation in daily divisional administrative processes and data management.

MINIMUM REQUIREMENTS:

- Matriculation / Grade 12 / Senior Certificate.
- A relevant bachelor's degree (Public Administration, Business Administration, Logistics Administration, or related qualification)
- Microsoft Office / Microsoft Excel, Webpage Management / Google Forms AND
- South African under the age of 35 years old.

PERSONAL ATTRIBUTES REQUIRED FOR THE POSTS:

- Good communication (verbal and written);
- Interpersonal skills AND
- Ability to work under pressure speedily and accurately.

Shortlisted candidates may be required to undergo a skills test.

The successful candidate will be placed on a graduate internship for one year. The internship is in the College of Health Sciences.

The successful incumbent will be paid a stipend based on qualifications.

The closing date for receipt of applications is Friday, 22 May 2026

To apply for this internship opportunity, please click on the following link:

<https://ukzn.ci.hr/applicant/index.php>

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.