

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

**RESEARCH ASSISTANT
FIXED-TERM APPOINTMENT FOR SIX MONTHS
OFFICE OF THE DEAN OF TEACHING AND LEARNING
CAMPUS: HOWARD COLLEGE CAMPUS**

The research assistant will support and contribute to institutional research and monitoring and evaluation of the various academic monitoring and support programmes in the College of Humanities. The research assistant will support the development of research proposals, research instruments, ethical clearance applications, and the implementation of research, as well as conduct data preparation, data collection, analysis, presentations, and write-ups for publications and reports. The candidate must have strong writing and quantitative and qualitative analysis skills. This student appointment is externally funded and therefore has no benefits attached. The post is renewable, subject to the incumbent's performance and the availability of external funding. The appointee will also work closely with other key support services and stakeholders. The successful candidate will be expected to work independently and under pressure. The candidate should have strong personal integrity and the ability to handle sensitive issues with delicacy and diplomacy, while maintaining strict confidentiality. The candidate should have strong interpersonal and client service skills to facilitate effective liaison and interaction with all University stakeholders. The successful candidate must be proficient in English, IsiZulu, or other languages. The incumbent will report to the College Dean of Teaching and Learning.

Minimum Requirements:

- A currently registered PhD student at UKZN. A completed/graduated PhD will be an advantage.
- At least two years of proven experience in academic and/or curriculum advising, academic monitoring and support as a tutor, mentor or lecturer.
- Experience in undertaking research and administering, extracting, and analysing all sources of data, experience in preparing reports and presenting results, and experience in quantitative research data analysis are advantages.
- Relevant experience with Microsoft Office Suite, MS Teams/ Zoom, and Microsoft Outlook; with a good level of proficiency in word processing (MS Word), spreadsheets (MS Excel), MS Forms and data analysis software such as SPSS and NVIVO.

Enquiries and details regarding this post may be directed to Prof Sarah Gibson, email: Gibsons@ukzn.ac.za or Ms. Jenelle Abraham, email: Abrahamj@ukzn.ac.za.

The closing date for receipt of applications is 28 May 2026, 16h00. Applicants must submit their applications online. To apply, please click on the link <https://forms.office.com/r/DqjBw323d> No emailed applications will be accepted.

Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant/s may not hold dual/concurrent appointments in the College of Humanities or Schools or Units in the other Colleges at UKZN and outside.

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.