

**The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups per our Employment Equity Plan, including persons living with disabilities.**

**OFFICE OF THE COLLEGE DEAN OF TEACHING & LEARNING,  
COLLEGE OF AGRICULTURE, ENGINEERING & SCIENCE (CAES)**

**FIRST-YEAR EXPERIENCE COORDINATOR (Grade 11)  
FULL-TIME, EXTERNALLY FUNDED, FIXED-TERM 5 MONTH CONTRACT**

**REFERENCE NUMBER: CASSE FYE 02/2026**

The Office of the Dean of Teaching and Learning in the College of Agriculture, Engineering & Science seeks to appoint a First-Year Experience (FYE) Coordinator. The post is a full-time, fixed-term contract with no benefits attached to this appointment. The post may be renewable, subject to the performance of the incumbent, the availability of external funding and approval by the relevant college management structures. This is a fixed-term position and does not lead to permanent employment at the University.

The FYE Coordinator will coordinate, manage, and oversee the FYE programme and FYE mentors, as well as provide administrative and HR-related support related to the College's FYE Programme, as required by the Teaching and Learning Coordinator, Head of the Centre for Academic Success in Science and Engineering, and/or College Dean of Teaching and Learning. The successful candidate will technically report to the Teaching and Learning Coordinator but will be line-managed by the Head of CASSE.

The Incumbent must:

- Must be registered strictly as a part-time student if currently registered for a PhD (doctoral) degree or any other qualification at UKZN or elsewhere.
- May undertake part-time employment only with the knowledge and consent of the line manager and, where applicable, with approved Private Remuneration Work (PRW).
- Be able to work well under pressure, independently and overtime when necessary.
- Must demonstrate a high level of personal integrity and the ability to handle sensitive issues with tact and diplomacy, while maintaining complete discretion and confidentiality.
- Have good interpersonal and client service skills to enable successful liaison and interaction with all University stakeholders.
- Must have a clean/clear criminal record and agree for verification of educational qualification records and relevant documents.

**Minimum Requirements:** *Applicants must meet the following minimum requirements:*

- A completed Master's degree in one of the specialisations in the College of Agriculture, Engineering & Science or (completed and graduated) or in a cognate discipline related to the College.
- Must have a good academic record, with evidence of being on track in line with the progression rules prescribed by UKZN Academic Monitoring and Support policy.
- Two years' experience as a Team Leader, Coordinator, Mentor or Tutor, with experience in academic monitoring and support, academic development, student support programmes, supplemental instruction, or the FYE programme.
- Two years' experience in conducting research, including administering, extracting and analysing data.
- Experience in preparing reports and presenting results.

- Relevant experience with the Microsoft Office Suite (Word, Excel and Outlook), MS Teams or Zoom, and Moodle/Learn, with a high level of proficiency in word processing and spreadsheets

To apply, complete the application form by clicking [here](#) and send a copy of your detailed Curriculum Vitae to Ms Sinenhlanhla Magubane at [MagubaneS@ukzn.ac.za](mailto:MagubaneS@ukzn.ac.za)

Please include the reference number in the subject line of your email.

**CLOSING DATE FOR APPLICATION: 8 JULY 2026**

*No applications received after the closing date will be considered. Only short-listed candidates will be contacted. The College reserves the right not to make any appointments.*

*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 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.*