

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.

COLLEGE OF HEALTH SCIENCES, STUDENT SUPPORT SERVICES
FIRST-YEAR EXPERIENCE COORDINATOR (2026) - (FIXED TERM CONTRACT)
WESTVILLE CAMPUS

The Office of the Dean of Teaching and Learning and Student Support Services in the College of Health Sciences seeks to appoint a First-Year Experience (FYE) coordinator to oversee and coordinate the FYE programme. The coordinator will work with the FYE Administrators, FYE Facilitators, Wellness Mentors, Student Counsellors and other stakeholders to connect the First Time Entry Students (FTENs) to the UKZN community through the rollout of UKZN's FYE programme. The FYE coordinator will coordinate, manage, and oversee the FYE programme and FYE mentors, as well as provide administrative and HR-related support to the College's FYE programme. The successful candidate will report to the Manager, Student Support Services in the College of Health Sciences. The post is a fixed-term contract with no benefits attached to this appointment. The post is renewable each year, subject to the performance of the incumbent and the availability of funding.

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

1. A completed Master's Degree
2. Good academic record
3. Do not have **any other employment contract at UKZN or outside UKZN**
4. 1-year experience as a Team Leader, Mentor, Tutor, Class Rep, SI leader
5. Experience in project management and administrative tasks associated with coordinating programs and projects
6. 2 years of experience undertaking research, extracting and analysing all sources of data, with experience in preparing reports and presenting results.
7. A good knowledge of the campus-specific support services, key student administration structures, Library services, Finance office, etc.
8. Proficient in Microsoft Office Suite, MS Teams/ Zoom, and Microsoft Outlook, with a high level of proficiency in word processing (MS Word), spreadsheets (MS Excel) and Moodle/Learn.
9. Effective communication in English, both written and verbal proficiency.

The Incumbent must:

- Be able to achieve deliverables under pressure and independently
- Have a high level of personal integrity and ability to deal with sensitive issues and maintain confidentiality
- Have good interpersonal and client service skills to enable successful liaison and interaction with all University stakeholders
- Must have no criminal record

Enquiries and details regarding this post may be directed to Mbali Mngdi at MngadiM@ukzn.ac.za

Applicants must complete the application for employment form (Support) available on the UKZN vacancies website (www.ukzn.ac.za), highlighting their experiences in meeting each minimum requirement as listed above and submit a detailed CV, with at least three references via the link below.

External applicants can email their application and CV to MngadiM@ukzn.ac.za. Please name your file using your **Name and Surname** (e.g., **Mtshali_Zama**) before submission.

APPLICATION CLOSING DATE: 09 JULY 2026

Please click [here](#) to apply

Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant may not hold dual/ concurrent appointments at UKZN.

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.