



**The University of Zululand subscribes to the principles embedded in the Employment Equity Act**

The main purpose for the post is to take responsibility of all Writing Centre programmes and interventions in a faculty, including all other responsibilities that the Writing Centre Coordinator may deem necessary.

**TEACHING AND LEARNING CENTRE  
WRITING CENTRE FACILITATORS X5  
FIXED TERM CONTRACTS (PRIVATELY FUNDED)**

**Grade 09  
Ref: 2019/07**

**Minimum Requirements:**

- Honours Degree in one of the following fields: Education, Sociology, Psychology, Science, Commerce, Law, Administration Communication, English / Linguistics.
- Minimum of three (3) years' experience in similar position or equivalent,
- At least 3 years' experience in Higher Education in student development and/or staff support.

**Competencies:**

- Planning and organizing
- Budgeting
- Computer literacy
- Report writing
- Communication
- Presentation

**Behavior/Attributes:**

- Role model
- Trustworthy
- Confidentiality

**Summary of Duties: (Key Performance Areas)**

- Plan, implement and assess Writing Centre programmes and interventions in a faculty.
- Planning and organizing all writing Centre activities.
- Coordinate Faculty Specific Writing Centre operations.
- Implementation and maintenance of Writing Centre systems.
- Incumbent will also serve as the Writing Centre Assistant for the Department of administration when requested.
- Events coordination.

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To apply please log on to **PNET** ([www.pnet.co.za](http://www.pnet.co.za)) and submit your application.

**1. Communication will be entered into with short-listed candidates only.**

**2. No hand delivered or posted applications will be accepted.**

**Closing date: 28 July 2019**

“While UNIZULU strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy”

The University reserves the right NOT to make an appointment