



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

**Student Services Division
Societies Administrator (Student Development Officer)
Re-advertisement
Grade 09
Ref No: SSD2021/02/DS05**

The purpose of this position is to contribute to the growth and development of strong student communities at UNIZULU by providing students with the support and skills required to transform clubs and societies affiliated to the SRC.

Minimum Requirements:

- Bachelor's degree in Social Sciences
- Honours in Social Sciences would be an added advantage
- Drivers license
- 3 years working experience with Student Communities/Student Governance in Higher Education environment

Knowledge:

- Student participation structures
- Computer Literacy (Microsoft Office)

Skills:

- Good communication skills (Written and oral)
- Problem Solving
- Conflict resolution

Behavior/Attributes:

- Impartiality
- Attention to detail
- Flexibility and firmness

Key Responsibility Areas:

- Operational input
- Club/Society Leadership Development
- Administrative Support
- Annual General Meeting's
- Life skills programmes
- Student live activities coordination
- Events coordination

To apply please log on to **PNET** (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: 07 March 2021

“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.