



UNIVERSITY OF
ZULULAND

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

**FACULTY OF SCIENCE AND AGRICULTURE
DEPARTMENT: NURSING SCIENCE
PROFESSIONAL SUPPORT COORDINATOR
POST NUMBER: TE38
3 X YEARS CONTRACT POSITIONS
GRADE 8**

REF: FSAE2021/12/ TE38

The main purpose of this position is to contribute to the delivery of high-quality teaching, learning and research in the Department of Nursing Science. The candidate will perform administrative duties as they relate to Teaching and Learning, within the University Department of Nursing Science, and externally as they relate to the professional body, The South African Nursing Council. The incumbent will report to the Head of Department of Nursing Science.

MINIMUM REQUIREMENTS

- Bachelor Degree in the field of Nursing OR Human Resource Management or Administration
- 3+ years' experience in a **nursing** teaching and learning environment in a tertiary educational institution teaching Nursing OR administering **Nursing** academic records
- Registered with the South African Nursing Council (SANC) Nurse Administrator/Manager OR A professionally registered Human Resources practitioner with HRP or Administrative professional body.
- Proven track record relating to Teaching and Learning/Human Resource/Administration with administrative responsibilities at a **Nursing** departmental level.

ADDED ADVANTAGES

- Master Degree in the field of Nursing
- A professional teaching qualification – Diploma or Degree in Nursing Education.
- Registration as a Professional nurse coupled with the administrative experience would be an advantage.
- Previous experience in a nursing Higher Education environment or a Nursing College doing the work as described for nursing programmes
- ITS experience would be a distinct advantage

OTHER REQUIREMENTS

KNOWLEDGE, SKILLS AND CAPABILITIES

- Ability to work independently
- Excellent presentation skills
- Excellent speaking, writing and reading skills in English
- Computer literate in software programmes that are relevant for teaching and research i.e. Microsoft word, Excel, PowerPoint and outlook.
- Report writing, Attention to detail, Problem solving skills
- Analytical thinking
- Sound interpersonal skills.

Closing date for applications: **31 December 2021.**

The University reserves the right not to make an appointment in the position as advertised.

To apply for this position, please log on to Pnet.co.za. If not registered, please register and apply for the appropriate position. Ensure that you complete the questionnaire as per the specific post. **Please note no applications through any other means will be accepted.**

Candidates, who DO NOT MEET the minimum requirements, will not be considered and SHOULD NOT APPLY.

While the University of Zululand strives for equal opportunities, preference will be given to suitably qualified **South African Citizens, particularly females and people with disabilities**, in terms of the University's employment equity policy. UNIZULU is committed to employment equity and equal opportunity.

If you are not contacted within 4 months of the closing date, please consider your application unsuccessful.

By applying for this: position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, identity number, banking details, address, resume' etc, may be used, distributed, handled or processed and or stored, for purposes of Recruitment and Selection process of the University.

Kindly Note: **Communication will be entered into with shortlisted candidates only.**