



**Faculty Natural and Agricultural Sciences**

**Department Plant Sciences**

**Qwaqwa Campus**

**Academic Facilitator 5/8 (Academic Year)**

**Job ID: 5374**

***KINDLY TAKE NOTE: Applications may only be submitted online through the official UFS vacancy website: <https://ufs.hua.hrsmart.com/hr/ats/JobSearch/viewAll> - Applications submitted through any other platform will not be considered.***

***Please ensure that all relevant documentation is attached to your application. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***

- A detailed curriculum vitae and cover letter.
- Certified copies (not older than 6 months) of qualifications (please provide the SAQA accreditation in the case of foreign qualifications).
- A certified copy (not older than 6 months) of your identity document (ID).
- Certified copies (not older than 6 months) of all academic records.
- Proof of registration with a Professional Body (if applicable).
- A copy of your driver's license (if applicable).
- A service record of your current employer / last employer (only applicable to external applicants).

**Duties and responsibilities:**

- Facilitate the development module in Biology & Botany in UPP and BSc extended programmes.
- Provide academic assistance with curriculum and course design.
- Be involved in assessment.
- Monitor the academic needs of this cohort of Biology & Botany students in collaboration with the module lecturers.
- Perform general administrative duties.
- Organise and present academic workshops to students.
- Participate in curriculum development.

**Inherent requirements:**

- BSc Hons in Botany on NQF Level 8.
- Minimum of one year's relevant experience.

**Required competencies:**

- **Results Orientated**
  - The ability to cope with frequently changing environment and to adapt to evolving situations.
  - The ability to be reliable, responsible, dependable and to fulfil obligations.
- **Strategic Thinking**
  - The ability to deal with several activities at a time.
  - The ability to be creative and open-minded when addressing work issues.
- **Business Acumen**
  - Proficient in using MS Office.
  - The ability to adhere to rules and strictly follow work regulations.
- **Leading**
  - The ability to maintain high levels of personal motivation, energy and enthusiasm.
  - The ability to lead, take charge of situations, and offer opinions and directions to others.
- **Building Coalitions**
  - The ability to make decisions through consultation, collaboration and working with close supervision.
  - The ability to be self-assured and at ease with people in all types of social situations.

**Recommendations:**

- Willing to attend professional development activities and to enroll for post-graduate studies in Botany if not already attained by the time of appointment.
- Experience in the facilitation or tutoring in first year Biology disciplines.
- Proven experience in the use of Blackboard and PeopleSoft.

**Assumption of duties:**

1 October 2023 or as soon as possible thereafter.

**Closing date:**

03 September 2023

**Salary:**

The annual remuneration package, including benefits is **R 233 456.67** per annum, depending on the budget available for the position, relevant work experience and qualifications.

**Fringe benefits:**

(Subject to specific conditions): pension scheme, medical aid scheme, group life insurance, housing allowance, leave and sick leave, service bonus and study benefits.

**Enquiries:**

For enquiries, please feel free to contact me at **051 401 9810** or email at [MofoloNG@ufs.ac.za](mailto:MofoloNG@ufs.ac.za) or [Recruit@ufs.ac.za](mailto:Recruit@ufs.ac.za). Additionally, kindly contact **051 401 9848 /9814 / 9813/ 2979** for assistance.

**General:**

The UFS is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups, including candidates with disabilities. Our Employment Equity Policy is available at:

 [https://ufsacza.sharepoint.com/:b:/r/sites/supportservices/hr/Employment%20Equity/EEA13\\_EE%20Plan%20UFS%201%20March%202022%20\(003\).pdf?csf=1&web=1&e=TjtoXH](https://ufsacza.sharepoint.com/:b:/r/sites/supportservices/hr/Employment%20Equity/EEA13_EE%20Plan%20UFS%201%20March%202022%20(003).pdf?csf=1&web=1&e=TjtoXH)

The University processes personal information in line with its obligations under the Protection of Personal Information Act (POPIA). Any personal information provided to the University will be treated as confidential and processed per the rights provided to data subjects under POPIA.

*The University reserves the right not to fill the post. The UFS will only consider applications of candidates who meet all the inherent requirements of the position. Applications that are incomplete will not be considered. Communication will be limited to shortlisted candidates only. Should you not be contacted within six weeks of the closing date for applications, you may assume that your application was unsuccessful.*