



## **Advert: International Education Programmes Assistant**

**Full Time Contract: 1 Year: To begin 1 May 2023**

The International Education and Partnerships Directorate at the Durban University of Technology (DUT) drives internationalisation including internationalisation of the curriculum at DUT. This includes international special projects that contribute to the academic project of the university.

### **REPORTS TO:**

Manager: International Education and Partnerships

### **JOB OVERVIEW:**

The role of the International Education Programmes Assistant in the International Education and Partnerships Directorate at DUT includes providing support for the development of international education programmes. In addition, the incumbent will work together with IEP staff to provide support for internationalization initiatives at DUT.

The duties to this role pertain to:

- Providing general administrative assistance to the IEP
- Administrative assistance for international partnerships, e.g, the processing of international MOU's and the upkeep of the international MOU database.
- Assisting in the design and delivery of international short learning programmes.
- Providing general administrative support to the IEP COIL Lab and COIL team
- Assisting in the administrative duties for study abroad and exchange students
- Assisting in the liaison with other DUT departments in the administrative duties for international full degree seeking students
- Responding to enquiries from international students seeking to study at DUT
- Responding to enquiries from DUT registered international students

- Providing support to IEP staff in setting up of meetings for internationalisation activities.
- Taking of minutes and meeting records of meetings hosted by the IEP
- Deal with travel arrangements, accommodation for conference or virtual for the Directorate and also processing claim for different staff members for conference, events, etc
- Assisting in the maintenance of the IEP shared Drive
- Assist with IEP functions e.g. booking of venues, catering arrangements, audio visual bookings, WIFI bookings, ensuring conduit covers events;
- Assisting in the Development and maintenance of the IEP MOU database.
- Providing administrative support to IEP staff in liaison with other DUT division, e.g., the Design Unit, or DUT Transport.
- Providing assistance in finance and procurement activities of the IEP, e.g. Sourcing quotations, collating quotations and assisting with the submission of requisitions.
- General duties requested by Management of IEP.

#### **QUALIFICATIONS REQUIRED TO FILL THE POSITION:**

- Minimum: An undergraduate qualification, preferably in Communications, Education, or Business.
- Recommended: Honours level degree in Communications, Education or Business.

#### **SKILLS REQUIRED TO FILL THE POSITION:**

- Excellent Communication skills
- Excellent Organisational skills
- Project Administration experience
- Experience in MS Suite
- Experience in virtual meeting platforms

**Applications to be sent to:** [DiviniaJ@dut.ac.za](mailto:DiviniaJ@dut.ac.za)

**Closing date:** 21 April 2023