

ERRATUM

INTERNAL & EXTERNAL ADVERT (RE-ADVERTISEMENT)

This serves to place an erratum in respect of the advert issued on 03 March 2023 containing the vacancies below for the Faculty Research Coordinators (Ref. AS05 & FE13) which closed on 13 March 2023. Applicants should note that the purpose of the erratum is to correct the post status from 3-year contract to permanent.

FACULTY RESEACH COORDINATOR: FACULTY OF APPLIED SCIENCES (Ref. AS05)

Minimum Requirements:

- A Master's degree in Applied Sciences related fields or equivalent
- A minimum of 3 years relevant experience in Higher Education in Research or in Research Coordination and promotion
- Must have a record of publications, research outputs and/or creative outputs

Additional Requirements:

- Experience and insight into the requirements needed to establish and maintain a research office.
- Experience with research grant applications
- Experience with external funding agencies
- Experience with website development
- Dashboard reporting on Excel

Summary of Duties:

- The successful candidate will be expected to:
 - Track and monitor Postgraduate students.
 - Support of postgraduate students and departments with regard to all processes from registration to graduation, approval of project proposals, study panels, final titles and external examiners/ assessors.
 - Maintain an accurate database on all research activities and update website
 - Follow up on reports from conference attendance, postgraduate students and supervisors, work load relief and sabbaticals, annual focus and niche area reports.
 - Coordinate internal review of external funding applications
 - Provide data for Annual Research reports
 - Interface between students, supervisors and examiners.
 - Prepare documents to be sent to the Higher Degrees Committee.
 - Prepare minutes and agenda of monthly Faculty Research Committee meetings.
 - Play a more academic role in the research initiatives.
 - Initiating research in departments that are not research active.
 - Interface between staff and the Research Office
 - Capture, collate and report on data as and when required by the Executive Dean.
 - Arrange Faculty Research seminars, workshops, and Conferences.
 - Any other duties as required in the Faculty and by the Executive Dean

FACULTY RESEARCH COORDINATOR: FACULTY OF ENG. & BUILT ENV. (Ref. FE13)

Minimum Requirements:

- A Master's degree in Engineering/Built Environment related fields or equivalent
- A minimum of 3 years relevant experience in Higher Education in Research or in Research Coordination and promotion
- Must have a record of publications, research outputs and/or creative outputs

Additional Requirements:

- Experience and insight into the requirements needed to establish and maintain a research office.
- Experience with research grant applications
- Experience with external funding agencies
- Experience with website development
- Dashboard reporting on Excel

Summary of Duties:

- The successful candidate will be expected to:
 - Track and monitor Postgraduate students.
 - Support of postgraduate students and departments with regard to all processes from registration to graduation, approval of project proposals, study panels, final titles and external examiners/ assessors.
 - Maintain an accurate database on all research activities and update website
 - Follow up on reports from conference attendance, postgraduate students and supervisors, work load relief and sabbaticals, annual focus and niche area reports.
 - Coordinate internal review of external funding applications
 - Provide data for Annual Research reports
 - Interface between students, supervisors and examiners.
 - Prepare documents to be sent to the Higher Degrees Committee.
 - Prepare minutes and agenda of monthly Faculty Research Committee meetings.
 - Play a more academic role in the research initiatives.
 - Initiating research in departments that are not research active.
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Grade: 7 (R426 576 – R713 988) excluding benefits

Status: Permanent

Contact Person: Ms. PF Zulu,

Email: 031 373 2751

Publications: Internal (staff portal) and External (DUT website & Linked In)

Please complete an official application for employment form obtainable from our website www.dut.ac.za and send a detailed a covering letter with the exact name of the post you are applying for and certified copy of the highest qualification to: careers@dut.ac.za

1. Communication will be entered into with short-listed candidates only.
2. Only applications made on our application for employment form would be considered.
3. Please quote the post reference number in the email subject line.

NB: Candidates who previously applied need not re-apply for these positions, they will be considered.

Closing date: 29 May 2023

"While DUT strives for equal opportunities, preference will be in terms of the University's equity policy"

"The University reserves the right not to appoint "

ENVISION2030

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fairness • professionalism • commitment • compassion • excellence

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