

# Programme Coordinator Post Graduate Studies

<b>Location:</b>	Durban, Glen Anil
<b>Education level:</b>	Masters
<b>Job level:</b>	Mid
<b>Job policy:</b>	Employment Equity position
<b>Company:</b>	<a href="#">AFDA</a>

AFDA is inviting applications for the position of a programme coordinator for post graduate studies.

AFDA is looking for a committed and dedicated Post Graduate Programme Coordinator with Research as well as Industry experience to administer, lecture and provide support to the Post Graduate School on AFDA Durban's campus. The position requires someone with drive and initiative who is able to motivate students and help them establish and engage with different disciplines and research. The candidate must also be able to source lecturers suitable for the level of Post Graduate Studies to enhance the programme. The candidate needs to demonstrate a willingness to embrace AFDA's unique pedagogy which is the basis of the interdisciplinary teaching at AFDA. There is also a strong emphasis on cultural relevance within the teaching, and the need to help the students identify and develop a distinctive African voice to their productions. In this way we hope to be able to contribute to nation building and build the foundations for a sustainable local entertainment industry.

Roles and responsibilities:

A programme coordinator for post graduate studies is expected to:

- Acquire and maintain an up to date understanding of the Post Graduate programme by completing the AFDA onboarding process and attending all staff training sessions
- Lecture at least one discipline or research subject and administer the necessary termly marks, prepare the VALAs, oversee the presentations, find supervisors for each student's thesis, as well as presenting all academic results in a quarterly report at Sub Senate.
- Conduct student consultations.
- Oversee content and lesson plans for each term.
- Create and manage attendance registers.
- Source external examiners and ad hoc lecturers.
- Plan termly timetables.
- Schedule VALAs and assessment moments.
- Participate in Quality Assurance and Quality Enhancement practices
- Participate in working with counter-parts to ensure parity across all campuses on term outcomes and assessments.
- Participate in all required marketing activities such as Open Days and consultations with prospective students where required

Key competencies [role associated]

- Willingness to adapt to AFDA's curriculum, syllabus, schematics and methodologies and pedagogy
- Willingness to adhere and embody AFDA values
- Ability to work co-operatively with other teaching staff

- Excellent time and deadline management skills
- Excellent communication skills
- Physically and emotionally well adaptable to change
- Basic computer skills, including Microsoft Office Suite
- Inter-personal skills
- Ability to research independently
- Ability to manage a budget
- Ability to manage inventory of facilities and equipment
- The capacity to research and adapt to new developments in technology
- Personal attributes [role associated]
- Loyalty and a high level of confidentiality
- Maturity to handle a range of situations
- Honest and trustworthy – committed to high integrity of excellence
- Initiative
- A meticulous and thorough nature
- An ability to work to tight deadlines
- Willingness to support student development

Selection criteria:

- A minimum of a master's degree
- Demonstrate established work experience in tertiary education.
- Industry and/or knowledge of the film/television and/or performance industries
- AFDA employs candidates in line with the Employment Equity Act and as such preference will be given to suitably qualified candidates from designated groups.

## Company Description

AFDA (The School of the Creative Economy) is the leading school of its kind in South Africa, offering higher certificates, undergraduate and postgraduate degrees in Motion Picture Medium, Live Performance, Business Innovation and Technology. AFDA is a full member of CILECT, the association of the world's major film and television schools. The AFDA values are passion, self-discipline, integrity, reliability and humility.

Posted on 25 Apr 12:15, Closing date 24 Jun

### Apply by email

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[Pamela@afda.co.za](mailto:Pamela@afda.co.za)

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