

Contact

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COORDINATOR: ACADEMIC COMMUNITY ENGAGEMENT

Campus: Pretoria | South Africa

Employment Type: Full-Time

Reporting To: Dean, Postgraduate Studies & Research

Why Join Belgium Campus iTiversity

At Belgium Campus iTiversity, you will have the opportunity to make a meaningful contribution to a specialist higher education institution committed to academic excellence, innovation and student success. We offer an environment where talented academics and professionals can grow their careers while helping to shape the future of technology education.

As part of our team, you will:

- Inspire and develop the next generation of technology professionals.
- Collaborate with passionate colleagues in a supportive and innovative academic environment.
- Contribute to applied research, industry engagement and curriculum innovation.
- Work across modern campuses equipped for technology-enabled teaching and learning.
- Participate in an institution that values continuous learning, professional growth and academic excellence.

Belgium Campus iTiversity operates across campuses in Pretoria, Kempton Park and Stellenbosch and is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 (Registration Certificate No. 2003/HE08/001).

Position Overview

The Coordinator: Academic Community Engagement is responsible for coordinating institution-wide academic engagement initiatives that strengthen the integration of teaching, learning, research and student development with schools, communities and the broader education sector. The role promotes

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educational outreach, digital literacy, innovation and experiential learning while supporting Belgium Campus iTiversity's mission as a specialist higher education institution.

Working collaboratively across academic departments and institutional support divisions, the successful candidate will coordinate programmes and initiatives that enhance learner development, student engagement, academic outreach and knowledge sharing. The role supports, rather than leads, institutional industry and international engagement by facilitating academically aligned activities where appropriate.

Purpose of the Role

To coordinate and support academic engagement initiatives that strengthen Belgium Campus iTiversity's teaching, learning, research and student development objectives while promoting educational outreach, digital literacy and innovation in alignment with the institution's strategic priorities.

Key Responsibilities

Academic Engagement Coordination

- Coordinate institution-wide academic engagement initiatives that support teaching, learning, research and student development.
- Facilitate opportunities for academic staff and students to engage with schools, communities and external stakeholders through academically aligned activities.
- Promote the integration of academic engagement into curricula, projects and institutional initiatives.

Schools Engagement & Learner Development

- Coordinate academic enrichment initiatives that introduce school learners to Information Technology, Computing and Digital Innovation.
- Support coding programmes, STEM initiatives, learner workshops, competitions and technology awareness activities.

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- Work collaboratively with Marketing and Student Recruitment to support learner engagement initiatives while ensuring the academic integrity of all outreach activities.

Student Engagement & Experiential Learning

- Coordinate academically recognised engagement opportunities that enhance student learning, leadership and graduate readiness.
- Support service-learning, project-based learning, mentoring and experiential learning initiatives where appropriate.
- Assist academic departments in embedding engagement activities into the student learning experience.

Academic Outreach & Knowledge Sharing

- Coordinate public lectures, seminars, research showcases, coding academies, innovation challenges and other academic outreach initiatives.
- Promote the dissemination of knowledge through activities that showcase Belgium Campus iTiversity's academic expertise and research.
- Support initiatives that promote digital literacy, technology awareness and lifelong learning.

Institutional Academic Initiatives

- Provide coordination and operational support for academic initiatives led by the Dean: Postgraduate Studies & Research.
- Support the planning and delivery of research colloquia, postgraduate events, academic conferences and institutional academic projects.
- Coordinate cross-functional academic engagement activities involving faculties and institutional support divisions.
- Support the implementation of the institution's academic engagement strategy and contribute to initiatives that strengthen Belgium Campus iTiversity's research culture, postgraduate environment and academic reputation.

Stakeholder Coordination

Directors: Nigel Tattersall, Ronald Meeske, John Owen Tattersall, Arie Willem Kuyvenhoven

Details: Belgium Campus iTiversity 1
NPC 2001/017971/08

DHET Reg No 2003/HE08/001
BBBEE level 3 contributor 01/B-BBEE/2025/00266/GEN

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- Coordinate engagement with schools, academic partners, community organisations and other stakeholders in support of approved academic initiatives.
- Facilitate communication and collaboration between internal and external stakeholders while ensuring alignment with institutional priorities.
- Refer and coordinate opportunities relating to industry partnerships, international collaboration and strategic institutional agreements with the relevant institutional offices, while supporting implementation where academic engagement is required.

Planning, Reporting & Continuous Improvement

- Maintain accurate records of academic engagement activities, participation and institutional outcomes.
- Prepare reports, dashboards and impact summaries to support institutional planning and quality assurance.
- Monitor emerging trends and identify opportunities to strengthen academic engagement across the institution.
- Contribute to the continuous improvement of academic engagement policies, processes and initiatives.

Minimum Qualifications & Experience

Minimum Requirements:

- A relevant Bachelor's degree (NQF Level 7) is required. A relevant postgraduate qualification (NQF Level 8 or higher) will be strongly advantageous.
- Three to five years' relevant experience within higher education, community engagement, stakeholder management, outreach coordination or project management.
- Demonstrated experience coordinating projects or initiatives involving multiple stakeholders.
- Strong organisational, communication and administrative coordination skills.
- Ability to work effectively across academic, community and student-facing environments.

Desired Experience and Knowledge:

- Postgraduate qualification (NQF Level 8 or above).

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- Experience within higher education, youth development, innovation ecosystems or ICT-related environments.
- Exposure to hackathons, coding initiatives, digital inclusion programmes or innovation-focused outreach activities.
- Experience engaging with schools, NGOs, public sector organisations or community-based initiatives.
- Familiarity with student development and experiential learning initiatives.
- Experience coordinating academic events, outreach initiatives or student engagement programmes within a higher education environment.

Core Competencies

Successful candidates for the Coordinator: Academic Community Engagement role are expected to demonstrate:

Strategic & Professional Capability

- Strong planning, coordination and project management skills.
- The ability to organise and manage multiple initiatives while consistently meeting deadlines.
- A proactive, solutions-oriented approach with strong attention to detail.

Communication & Collaboration

- Excellent written, verbal and presentation communication skills.
- The ability to build productive working relationships across academic and professional support environments.
- Strong facilitation and interpersonal skills when working with students, academic staff and external stakeholders.

Academic & Student Focus

- An understanding of higher education and the role of academic engagement in enhancing teaching, learning and student success.

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- A commitment to promoting student development, innovation and lifelong learning.
- The ability to support collaborative academic initiatives across multiple campuses.

Digital & Administrative Capability

- Proficiency in Microsoft 365, Microsoft Teams and other digital collaboration tools.
- Strong organisational, administrative and reporting skills.
- The ability to maintain accurate records and prepare professional reports and dashboards.

Personal Attributes

- Professionalism, integrity and sound judgement.
- Initiative, adaptability and a commitment to continuous improvement.
- A collaborative approach and the ability to work effectively within multidisciplinary teams.

How to apply

Applications should include the following:

- A detailed Curriculum Vitae.
- A motivation letter outlining your interest in the position, highlighting your relevant experience and explaining how you will contribute to Belgium Campus iTiversity.
- Certified copies of your academic qualifications.
- Contact details of three professional referees.
- Your current notice period or earliest available commencement date.

Email your application to: vacancies@belgiumcampus.ac.za

When submitting your application, please use the following in your subject line: Coordinator: Academic Community Engagement | Pretoria

Closing Date: 31 July 2026

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Only shortlisted candidates will be contacted. If you have not received a response within four weeks of the closing date, please consider your application unsuccessful.

Appointments will be made in accordance with the institution's Employment Equity Plan. Belgium Campus iTiversity reserves the right not to make an appointment.