

Postdoctoral Appointment Process

Secure funding

- The host will need to have funding in place for the postdoctoral fellow before the advertisement is placed
- Alternatively, postdocs can come with their funding, no advert is needed

Advertisement

- SARS requires that all postdoc positions be advertised 1 internal and 1 external Platform (Internal: ie. Departmental /DRD Website External: Social Media)

Interview & Selection

- The interview and selection process takes place in the relevant department with the host, after which our offices are contacted as soon as the appropriate candidate has been identified. **Important: HR Division is not involved in the appointment of postdocs as the fellowships are tax-free.**

Host & New Postdoc > information and documentation are then requested to finalise the appointment process:

- An e-mail notice from the host to confirm the appointment of the postdoctoral fellow;
- Name and full contact details and physical address and e-mail of the postdoc;
- the amount of the award/Fellowship and the name of the funder, as well as the University cost point from where it will be paid;
- the term of the award (one or two years initially), exact start date and end date;
- PhD Certificate; (must have obtained it within the last 5 years)
- A letter from the registrar where the fellow studied for their PhD confirming that he/she has satisfactorily fulfilled the University's requirements of the doctoral qualification if they do not have their PhD yet; (we need this letter before we can finalise the appointment);
- CV;
- a copy of the applicant's ID or passport photo page and visa for foreign applicants; (The international office assists with the visa applications to ensure that the correct visa is being applied for);
- Transcripts of their postgraduate studies;
- Full name of the host and department; and
- A copy of the advert that the candidate responded to. (A regulation from SARS).

Division for Research Development (DRD)

- Prepare a formal Letter of Award, Visa (International Postdocs stipulating the term and amount of the award as soon as all the relevant documentation* and information is received.
- All the necessary documentation for completion and signatures of the host and postdoc will then also be forwarded.
- Registration

Postdoc Appointment: Supporting information and documentation

- **Confirmation from the Host:** An email notice from the host to confirm the appointment of the postdoctoral fellow.
 - **Host Information:** Full name of the host and their department.
- **Postdoc Personal Information Sheet:** Name, full contact details, physical address, and email of the postdoc.
 - **Funding Details:** Information about the amount of the award/fellowship, the name of the funder, and the University cost point from where it will be paid.
 - **Award Details:** The term of the award (initially one or two years), the exact start date, and the end date.
- **PhD Certification:** A copy of the PhD certificate (obtained within the last 5 years) or, if not available, a letter from the registrar of the university where the fellow completed their PhD confirming that they have satisfactorily fulfilled the university's requirements for the doctoral qualification. This letter is required before finalizing the appointment.
- **Curriculum Vitae (CV):** Postdoc's CV.
- **Identification Documents:** A copy of the applicant's ID or passport photo page, and, for foreign applicants, a copy of their visa.
- **Transcripts:** Transcripts of postgraduate studies for the postdoc.
- **Advertisement Copy:** A copy of the advertisement that the candidate responded to.