INSTITUTIONAL PLANNING AND GOVERNANCE DIVISION

**SPACE ADMINISTRATOR
CAMPUS MANAGEMENT SERVICES**

**(PEROMNES GRADE 11)
PIETERMARITZBURG CAMPUS**

REF NO.: CMS 02/2018

To ensure that space information is compiled on the HEMIS and ITS systems, updated as and when changes occur, and reported to the Maintenance Manager. To liaise with users on campus regarding their space needs and make recommendations based on space norms and availability. To administer tenant leasing by ensuring that tenant agreements are signed timeously, that rentals and operating expenses are recovered and that defaulting tenants are dealt with in terms of appropriate process.

Minimum Requirements:

- Grade 12 plus one (1) year relevant certificate/qualification
- 3 years experience, of which 1 year should preferably in space planning

Enquiries and details regarding this post, including requests for a job profile, and all other recruitment related enquiries may be directed to Noxolo Hlathi, 031 260 7916, hlathin@ukzn.ac.za

The closing date for receipt of applications is 30 April 2018

Applicants are required to complete the official application form ("application form – support") which is available on the vacancies website at www.ukzn.ac.za

Completed forms may be sent to recruitment-nh@ukzn.ac.za
Advert Reference Number MUST be clearly stated in the subject line.