

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**1-YEAR FIXED TERM CONTRACT**

**STUDENT SERVICES DIVISION**

**ASSETS AND BUILDING OFFICER  
(PEROMNES GRADE 11)  
STUDENT RESIDENCE AFFAIRS  
PIETERMARITZBURG CAMPUS**

**REF NO. SS02/ 2024**

An Assets and Building Officer is responsible for building maintenance, controlling assets and maintaining the asset register for the designated buildings. The incumbent is required to supervise and monitor cleaning staff, maintenance contractors, and related residence service providers.

The incumbent reports to the Campus Head of Student Residence Affairs.

**Minimum Requirements**

- A Senior Certificate (grade 12) and a relevant post-matric qualification (either administrative, management, hospitality or technical).
- A valid and unendorsed driver's licence.
- Two (2) years of relevant experience coordinating, supervising and administrating various building maintenance projects.
- A working knowledge of: building and construction related issues and of the occupational health and standards.
- Computer literacy, particularly with MS Excel and MS Word.

**The total remuneration package offered is R15,390 p.m.**

**The closing date for receipt of applications is 12 April 2024.**

**CVs can be emailed to [Studentservices@ukzn.ac.za](mailto:Studentservices@ukzn.ac.za).**

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*