**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.**

**AMENDED**

**1 YEAR FIXED TERM CONTRACT**

**STUDENT SERVICES DIVISION**

**LEASED AND PRIVATE ACCOMMODATION OFFICER (x 4 POSTS)**

**(PEROMNES GRADE 9)**

**STUDENT RESIDENCE AFFAIRS**

**REF NO. SS08/2018**

The incumbent of the role is required to implement policies & procedures to meet leased and private accommodation requirements of students’ needs for UKZN. To ensure that all listings (leased & private accommodation) are fully compliant in terms of legislated minimum norms and standards, per Department of Higher Education and Training (DHET) housing policy. To provide a professional service and information to students, and landlords regarding letting homes, flats, apartments, B&Bs lodges and cottages. The incumbent shall be responsible for the overall administration of leased and private accommodation service; will coordinate and facilitate the processing of contracts and/or agreements between students, UKZN and the landlord; and will provide overall support to the department of Student Residence Affairs in trying to meet the demands for the shortage of student accommodation.

**Minimum Requirements**:

* Grade 12 (National Senior Certificate) and a 3-year relevant qualification.
* Two (2) years’ relevant experience, in a similar environment
* A valid and unendorsed Driver’s license
* Experience administrating the leasing and renting of properties
* Experience building relations with landlords, community and tenants (students).
* Knowledge of occupational health & safety regulations
* Computer Literate – demonstrated experience in use of MS Office packages

**Advantages:**

* Prior experience in rental housing industry
* Experience in student accommodation within institutions of Higher learning
* Understanding of norms and minimum standards of student housing in public institutions

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 29 August 2018.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to** **Recruitment-jm@ukzn.ac.za**

**Advert Reference Number MUST be clearly stated in the subject line.**