**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**

**CAMPUS HEAD**

**(PEROMNES GRADE 7)**

**STUDENT RESIDENCE AFFAIRS**

**EDGEWOOD**

**REF NO. SRA001/2019**

The Campus Head of Student Residences manages the provision of residence accommodation to students. S/he is responsible for managing residence operations, managing budgets and contracts; as well as managing staff who facilitate residence administration, provide cleaning and security services; plan, arrange and coordinate building maintenance and projects, and provide residence life programmes.

**Minimum Requirements**:

* A 3- year relevant qualification (degree or national diploma)
* Two (2) years’ administrative experience
* Five (5) years’ line management experience
* A valid and unendorsed code 8 drivers’ license
* Working knowledge of managing budgets, managing projects and facilities, managing residence life student development, and staff leadership.
* Knowledge of Labour Laws and OHS Act
* Knowledge of student administration
* Computer literacy – MS Word, MS Excel, student management system, ITS
* Must be willing to work overtime during peak periods.

**The total cost of employment is R26,415 per month.**

**The closing date for receipt of applications is 2 September 2019.**

**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.**