

**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.**

**6 MONTHS FIXED TERM CONTRACT JANUARY – JUNE 2025**  
**DEPARTMENT OF STUDENT RESIDENCE AFFAIRS (DSRA)**  
**STUDENT SERVICES DIVISION**

**PRIVATE ACCOMMODATION OFFICER**  
**(PEROMNES GRADE 10)**  
**Westville**

**REF NO. SS05/2024**

The role of the position is to implement policies & procedures to meet private accommodation requirements and needs for UKZN students. To ensure that all listings (private accommodation) are fully compliant in terms of legislated Department of Higher Education and Training (DHET) Minimum Norms and Standards for the Provision of Student Accommodation. To provide professional information service to landlords regarding letting homes, flats, apartments, B&Bs lodges and cottages through onboarding on the MyNSFAS portal. Assist with the Onboarding of students on the MyNSFAS portal. He/She shall be responsible for the administration of private accommodation service and provide overall support to the Department of Student Residence Affairs in trying to meet the demands for the shortage of student accommodation. He/She will be the liaison person between DSRA, Student Funding Centre and NSFAS in terms of private accommodation related matters. The position reports to the Head of Department: DSRA Westville Campus.

**Minimum Requirements:**

- Grade 12 (National Senior Certificate) and a 3-year relevant qualification.
- Two (2) years' experience in a student housing environment
- A valid and unendorsed Driver's license
- 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

**The total remuneration package offered includes R17 196.00.**

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

**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 [Studentservices@ukzn.ac.za](mailto:Studentservices@ukzn.ac.za)**

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