**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.**

**FIXED TERM CONTRACT: 1 YEAR**

**STUDENT SERVICES DIVISION**

**CAMPUS HEAD**

**(PEROMNES GRADE 7)**

**STUDENT RESIDENCE AFFAIRS**

**EDGEWOOD**

**REF NO. SS07/2018**

The incumbent will report to the Manager Student Residence Affairs and is expected to manage the operations of residence affairs for allocated areas. Responsibilities include implementing residence policy, managing employees and projects, managing the placement and administration of students, overseeing residence life plans and activities, managing the budget and financial administration processes.

**Minimum Requirements**:

* A 3-year relevant qualification (degree or diploma);
* Five (5) years’ relevant management experience, including administrative experience;
* A valid and unendorsed drivers’ licence;
* Working knowledge of managing budgets, project management, facilities management, residence life student development, and staff leadership;
* Computer experience: MS Excel, MS Word, MS Powerpoint;
* Knowledge of labour laws and the OHS Act;
* Experience of student administration;
* Willingness to work overtime as required.

**Advantages**:

* Experience within a tertiary institution;
* Experience interacting with student leadership.

Short-listed candidates may be required to undertake a skills test.

**The total remuneration package = R26,415 p.m. and includes the cost of benefits.**

**The closing date for receipt of applications is 23 February 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**](mailto:Recruitment-jm@ukzn.ac.za) **Advert Reference Number MUST be clearly stated in the subject line.**