

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

INSTITUTIONAL PLANNING AND GOVERNANCE

**SENIOR COORDINATOR CLEANING AND CARTAGE
CAMPUS MANAGEMENT SERVICES
WESTVILLE & EDGEWOOD CAMPUS**

**(PEROMNES GRADE 10)
REF NO.: CMS 02/2019**

To co-ordinate all in-house and outsourced services on Campus in the areas of cleaning, venue set-up, furniture and equipment cartage, and waste collection. To control materials, equipment and monitor and evaluate usage, and ensure high standards of service delivery. The person will be the principal liaison between clients and Contractors, and will also provide a consultative and advisory service on all cleaning, cartage and venue-related matters including cost, contracts, project management and technical completion risks. The incumbent will at all times operate within a culture of sound safety and quality discipline, and constantly provide leadership to subordinates.

Minimum Requirements:

- Grade 12 plus one (1) year relevant qualification
- Five years relevant work experience in a cleaning/Hospitality environment of which 2 years should be at supervisory level;
- A valid South African driver's Licence
- Experience and working knowledge in the use of the Microsoft Office Suite (Word, Outlook Excel)
- Experience in the Occupational Health and Safety Act

Enquiries and details regarding this post, including requests for a job profile, and all other recruitment related enquiries may be directed to Cynthia Mbuli, 031 260 3378 MbuliC@ukzn.ac.za

The closing date for receipt of applications is 1 March 2019.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Recruitment-ctm@ukzn.ac.za

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