The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

INSTITUTIONAL PLANNING AND GOVERNANCE DIVISION

HELP DESK ASSISTANT X 3
CAMPUS MANAGEMENT SERVICES

CENTRAL CMS OFFICE (HOWARD COLLEGE)
(PEROMNES GRADE 11)

REF: CMS 06/2016

To provide a single point of contact information and communication services to all departments at UKZN who requires Campus Management functions: Transport, Printing, Registry, Garden and Grounds maintenance, Cleaning, Building maintenance, Projects, Space Management, Energy and Utilities Management. The incumbent will ensure that there is constant, consistent and effective communication with other relevant parties such as clients, service providers and contractors. The incumbent will also generate regular, meaningful reports for the management of CMS on the status of service requests, ensuring that detailed explanations are provided for outstanding service requests

Minimum requirements

- Matric
- One year relevant qualification
- two (2) years relevant post qualification work experience
- Proven appropriate computer skills

The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service
Enquiries and details regarding this post, as well as requests for a Job Profile may be directed to Sandile Mabaso, 031 260 3378 Email: mabasov@ukzn.ac.za

The closing date for receipt of applications is 22 July 2016

The applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Recruitment-vm@ukzn.ac.za

Advert Reference Number must be clearly stated in the subject line