

The University of KwaZulu-Natal is committed to Employment Equity

RE-ADVERTISEMENT

2x SENIOR PROJECT CO-ORDINATOR

(Grade 8)

REGISTRAR'S DIVISION

REFERENCE NUMBER: CMS02/2014

The incumbent will provide consultative, administrative and financial support services to the Division of Infrastructure Planning and Project Management across all five campuses of UKZN. S/he will report to the Director: Infrastructure Planning and Project Management and will work closely with the Campus Management Services Division. S/he will be the principal liaison between Clients, Consultants and all other stakeholders and provide advisory services on all projects including costs, feasibilities, scoping, contracts, project management, and technical completion risks. S/he will also ensure the compliance with statutory regulations, including building laws and UKZN regulations. S/he will also be responsible for managing all financial resources received for projects and the necessary reporting to the various stakeholders.

Minimum requirements:

- A tertiary qualification equivalent to a Bachelor's degree in the built environment or allied disciplines.
- At least three years post-qualification experience in a professional consultancy/institution.
- Proven skills, experience in and knowledge of
 - Project management;
 - Different type of contracts and contracts management;
 - Professional Consultants;
 - Project coordination skills
 - Diagnostic skills;
 - Negotiation skills;
 - Analytical skills
- Relevant statutes and legislation including National Building Regulations; Contract Law (JBCC, NEC, etc.); energy and environmental management policies and Occupational Health and Safety requirements
- Evidence of expertise with standard computer packages, including the use of spreadsheets and project management software.

Advantages

- Experience in a University/Building environment.

This appointment will be on the 1 January 2012 conditions of service.

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. The closing date for receipt of applications is 7 March 2014. Completed forms must be sent to Recruitment-support1@ukzn.ac.za The Advert Reference Number MUST be clearly stated in the subject line.