

The University of KwaZulu-Natal is committed to Employment Equity

REGISTRAR'S DIVISION

**PROJECT COORDINATOR:
INFRASTRUCTURE PLANNING AND PROJECTS
(PEROMNES GRADE 8)
WESTVILLE CAMPUS**

REF NO: IPP02/2015

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 Diploma in the built environment or allied disciplines;
- At least three years relevant experience;
- Knowledge of relevant statutes and legislation including National Building Regulations; Contract Law (JBCC, NEC, etc.) and Occupational Health and Safety Acts and requirements;
- Evidence of expertise with standard computer packages

Advantages:

- Experience built in industry software's
- Experience in a Professional Institution.
- Experience in project design at a higher education institution;

Appointments to this position will be on 1 January 2012 Conditions of Service

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr SA Moodley, 031 2603378 or e-mail: moodleys60@ukzn.ac.za .

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-sm@ukzn.ac.za. The advert reference number must be clearly stated in the subject line.

CLOSING DATE: 27 March 2015

