

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity
with the intention to promote representivity within the Institution.
Preference will be given to applicants from the designated groups**

STUDENT SERVICES DIVISION

**FACILITIES SUPERVISOR
SPORTS ADMINISTRATION
(PEROMNES GRADE 10)
WESTVILLE**

REF NO.: SS07/2016

The Facilities Supervisor manages sport facilities, and is responsible for administrating the facilities, managing maintenance, upgrading and general operations of sport facilities, buildings and surrounding areas.

Key responsibilities include: supervision of staff; general administration and maintenance; stock control; facility hire.

Minimum Requirements:

- Matric and a 1-year qualification in a relevant field;
- Five (5) years' experience in facilities maintenance in a sport environment;
- A valid and unendorsed drivers' licence;
- Relevant administration skills – namely computer literacy, finance administration;
- Evidence of experience in staff management, booking procedures and administrating sports' facilities.

Advantages:

- Knowledge of University systems and procedures;
- Knowledge of safety regulations;
- First Aid training and certificate.

The total remuneration package offered includes benefits. Appointment is on Conditions of Service 2012.

The closing date for receipt of applications is 7 April 2016.

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-jm@ukzn.ac.za.

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