The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.
Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

REGISTRAR'S DIVISION

INVESTIGATIONS OFFICER
RISK MANAGEMENT SERVICES

(PEROMNES GRADE 09)
PIETERMARITZBURG CAMPUS
REF NO.: RMS 01/2018

The main purpose is to undertake investigation of crime incidents applicable to staff, students and university assets, which sometimes includes off campus investigations pertaining to UKZN. The incumbent will on completion of investigations compile reports and exercise effective administration of all cases delegated to him/her for investigation. The incumbent must be able to possess good judgement, discretion, and initiative. The incumbent must be highly motivated with good problem solving and conflict resolution skills. He/she must be able to communicate well and be able to stand in during the absence of the Investigations Manager.

Minimum Requirements:

- Grade 12 plus Three (3) years relevant diploma;
- Five (5) years related experience of which three (3) must include the investigations of crime;
- Experience in report writing;
- A valid South African Driver's Licence;
- Experience in Microsoft Office (Ms Word, Ms Excel, Ms PowerPoint, Ms Database)

This appointment will be on the Total Cost to Employer (TCE) Remuneration Model. This appointment will be on the 2018 Conditions of Service

The closing date for receipt of applications is 05 April 2018

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-nh@ukzn.ac.za
Advert Reference Number MUST be clearly stated in the subject line.