

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.

INSTITUTIONAL PLANNING AND GOVERNANCE DIVISION

**SENIOR CO-ORDINATOR: CLEANING AND CARTAGE
CAMPUS MANAGEMENT SERVICES**

**(PEROMNES GRADE 10)
PIETERMARITZBURG CAMPUS**

REF NO.: CMS 01/2018

To co-ordinate all in-house and outsourced services on Campus in the areas of cleaning, venue set-up, furniture and equipment cartage, and waste collection. To control materials, equipment and monitor and evaluate usage, and ensure high standards of service delivery. The person will be the principal liaison between clients and Contractors, and will also provide a consultative and advisory service on all cleaning, cartage and venue-related matters including cost, contracts, project management and technical completion risks. The incumbent will at all times operate within a culture of sound safety and quality discipline, and constantly provide leadership to subordinates.

Minimum Requirements:

- Grade 12 plus three year's relevant tertiary qualification;
- Five years relevant work experience in a cleaning environment of which 2 years should be at supervisory level;
- A valid South African driver's Licence
- Experience and working knowledge in the use of the Microsoft Office Suite (Word, Outlook Excel)
- Experience in the Occupational Health and Safety Act

Enquiries and details regarding this post, including requests for a job profile, and all other recruitment related enquiries may be directed to Noxolo Hlathi, 031 260 7916, hlathin@ukzn.ac.za

The total remuneration package offered includes benefits. This appointment will be on the 2018 Conditions of Service

The closing date for receipt of applications is **23 MARCH 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.