

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 in accordance with our Employment Equity Plan.

REGISTRAR DIVISION
ID CARD & PARKING DISC OPERATOR
(PEROMNES GRADE 12)

RISK MANAGEMENT SERVICES
PETERMARITSBURG

REF NO.: REG07/2020

The ID Card and Parking Disc Operator is responsible of the capturing and issuing of ID cards and parking discs to the University community including staff, students, contractors and visitors. The ID Card/Parking Disc operator is responsible for the facilitation of card access rights to electronically controlled areas, for all persons who legitimately qualify. The incumbent would be required to follow the Traffic Parking policy and procedures and be able to address, in a professional manner any question or query relative to the rules. The incumbent would also need to maintain confidentiality, sound judgement and integrity. A knowledge of the University's Traffic Rules, policies and procedures is essential as it provides the ID Card and Parking Disc Operator with the ability to address, in a professional and informed manner any question or query relative to these rules, policies or procedures. During the student registration period the employee has full responsibility for the disconnecting, relocating, reconnecting, configuration and testing of all equipment used for the issue of id cards, parking discs and access rights at satellite venues including keeping a record of asset numbers and equipment location. The incumbent would report to the Traffic Co-ordinator and where there is no Traffic Co-ordinator the incumbent would report directly to the Campus Security and Traffic Manager.

Minimum Requirements:

- Matric or Grade 12
- At least 3 years experience in an Administrative (secretarial) environment
- Good interpersonal and communication skills
- Must work under pressure
- Must be team orientated
- Ability to multi-task
- Good time keeping

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Saziwe Madikane, 031, 2606219 or email: madikane@ukzn.ac.za

**The total remuneration package offered includes benefits.
The closing date for receipt of applications is 6 March 2020**

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za .

Completed forms may be sent to recruitment-lm@ukzn.ac.za The advert reference number MUST be clearly stated on the subject line