**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.**

**STUDENT SERVICES DIVISION**

**CAMPUS HEAD OF RESIDENCES**

**(PEROMNES GRADE 7)**

**DEPARTMENT OF STUDENT RESIDENCE AFFAIRS (DSRA)**

**HOWARD COLLEGE AND MEDICAL SCHOOL CAMPUS**

**REF NO. SS02/2022**

The Campus Head of Residences is responsible for policy implementation, planning, coordinating and managing operations of the Department of Student Residence Affairs, at a campus level. The operations include management, residence student administration, overseeing residence life plans, residence building maintenance and projects, managing campus budgets, cleaning of residences, residence security, staff accommodation, contracts management and staff leadership.

The incumbent will report to the Director: Department of Student Residence Affairs.

**Minimum Requirements**:

* A three-year degree or national diploma
* 2 years’ relevant administrative experience
* 5 years supervisory/management experience in a related environment
* A valid code 8 driver's license
* Working knowledge of managing budgets, project management, facilities management, residence life student development
* Knowledge of labour laws and the OHS Act
* Willingness to work overtime during peak periods
* Experience working with MS Office - MS Word and excellent MS Excel operational skills; SMS and ITS
* Proven knowledge of student administration.

Short-listed candidates may be required to undertake a skills test.

**The total remuneration package offered includes benefits. The closing date for receipt of applications is 1 April 2022.**

**Applicants are required to complete the relevant application form *(application form-support)* which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to** [**Recruitment-jm @ukzn.ac.za**](mailto:Recruitment-aes@ukzn.ac.za)

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