

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.**

**REGISTRAR'S DIVISION**

**LOGISTICS OFFICER  
CAMPUS MANAGEMENT SERVICES  
(PEROMNES GRADE 9)  
WESTVILLE CAMPUS**

**REF NO: CMS04/2015**

The function of this post is to ensure the effective and efficient running of the help-desk service at Campus Management Services (CMS). The incumbent will ensure that the service is constantly operating at optimal levels through proper management of resources. Providing input into operational procedures and standards is vital to this role, as well as performance monitoring and evaluation. Input into the drafting of Service Level Agreements, which will form the basis upon which service objectives are achieved, will be equally critical, as will be the reporting role to ensure that there is consistent flow of feedback.

**Minimum requirements:**

- B.Com Degree or Degree in Communications/Public Relations/Marketing
- 3 Years customer service experience in a University or large company environment in a similar role
- Exposure to setting up of operational procedures
- Experience in report writing
- Experience at benchmarking

**Advantages:**

- Customer service experience at a University

**Appointments to this position will be on 1 January 2012 conditions of service**

**To apply for this position kindly click on the following link to login in to Careerjunction:**

**<http://www.careerjunction.co.za/job/view/1787570>**

**CLOSING DATE: 15 May 2015**