

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 including people with disabilities.

STUDENT SERVICES DIVISION

**ASSET & BUILDING OFFICER (2 POSTS)
STUDENT RESIDENCE AFFAIRS
(PEROMNES GRADE 11)
WESTVILLE**

REF NO.: SS05/2017

The incumbent is responsible for building maintenance, controlling and maintaining the assets register for residences, and for supervising and monitoring the work of cleaning staff and services, maintenance contractors, and service providers.

Minimum Requirements:

- Grade 12 and a relevant post-matric qualification (either administrative, management, hospitality or technical);
- A valid and unendorsed code 8 drivers' licence;
- Two (2) years' relevant experience supervising or administrating building maintenance projects;
- Good communication skills in English.
- Working knowledge of building and construction related issues
- Working knowledge of Occupational and Health Standards of South Africa
- Computer literacy – word documents and spreadsheets.

Advantages:

- Experience in a tertiary institution as a building supervisor, or related areas;
- Good communication skills in isiZulu.

The total remuneration package offered includes benefits. The closing date for receipt of applications is 21 May 2017.

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-jm@ukzn.ac.za.

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