

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.

COLLEGE OF HEALTH SCIENCES

GENERAL ASSISTANT (2 POSTS)

(PEROMNES GRADE 14)

College Office

Pietermaritzburg and Port Shepstone

REFERENCE NUMBERS:

Pietermaritzburg- CHS06/2018

Port Shepstone- CHS07/2018

The College of Health Sciences seeks to appoint individuals who will provide general assistance, technical assistance on Video-conferencing equipment, LAN and Wi-Fi connectivity, basic technical maintenance and service, a cleaning service and supervision of cleaning services for all CHS buildings and facilities (offices, resource centres, student residences, etc.), accommodation assistance, transport of students where applicable, financial support and control of petty cash within the relevant decentralised clinical training platform site.

Minimum Requirements:

- Matric/Grade 12/ Senior Certificate;
- One year relevant experience AND
- Driver's Licence with PDP.

Essential requirements:

- Ability to communicate in both English and IsiZulu
- Ability to handle electrical equipment;
- Practical approach to resolve minor technical problems AND
- Knowledge of OHASA.

These posts report to Manager: Decentralised Clinical Training. Enquiries regarding this post may be directed to Mrs SA Mathonsi on 031-260 1829 or e-mail: mathonsis@ukzn.ac.za The job profile is available from Mr SA Mbona, tel: 031 260 4450 or e-mail: mbonas@ukzn.ac.za You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The closing date for receipt of applications is Friday, 25 May 2018. The University reserves the right not to make any appointment. Kindly note that the job profiles for these positions are being reviewed. The final grade for these positions may change subsequent to the evaluation.

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-chs@ukzn.ac.za

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