**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.**

**6-MONTH FIXED TERM CONTRACT**

**STUDENT SERVICES DIVISION**

**ASSET AND BUILDING OFFICER**

**(PEROMNES GRADE 11)**

**STUDENT RESIDENCE AFFAIRS**

**HOWARD COLLEGE CAMPUS**

**REF NO. SS10/2023**

An Asset and Building Officer is responsible for building maintenance, controlling assets and maintaining the asset register for the designated buildings. The incumbent is required to supervise and monitor cleaning staff, maintenance contractors, and related residence service providers.

The incumbent reports to the Campus Head of Student Residence Affairs.

**Minimum Requirements**

* A Senior Certificate (grade 12) and a relevant post-matric qualification (either administrative, management, hospitality or technical).
* A valid and unendorsed driver’s licence.
* Two (2) years of relevant experience coordinating, supervising and administrating various building maintenance projects.
* A working knowledge of: building and construction related issues and of the occupational health and standards.
* Computer literacy, particularly with MS Excel and MS Word.

**The total remuneration package offered is R15,390 p.m.**

**The closing date for receipt of applications is 23 May 2023.**

**Please copy the following link into your browser to apply: https://ukzn.ci.hr**