

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.

INSTITUTIONAL PLANNING AND GOVERNANCE DIVISION

**PROJECT COORDINATOR
(12 MONTHS FIXED TERM APPOINTMENT)**

**INSTITUTIONAL PLANNING AND PROJECTS
WESTVILLE CAMPUS**

**(PEROMNES GRADE 08)
REF NO. IPP 03/2017**

To co-ordinate projects for all departments per campus. The person will also be the principal liaison between the schools/departments, CMS, professional team and contractors and will also provide a review of all construction related matters including cost, contracts and project co-ordination and technical completion risks. The incumbent will undertake projects in line with established processes and procedures, and will be involved in the project from the Project Concept & Design phase through to the end of the Project.

MINIMUM JOB REQUIREMENTS

- Diploma in Architecture/QS/Building Science/Civil Engineering/Project Management
- 3 years' experience in Architecture/QS/Civil Engineering/Project Management/Building
- Knowledge of the Occupational Health and Safety Act
- Knowledge in building regulations
- Knowledge of Municipal By-Laws
- Computer literacy (Microsoft Word/Excel/Projects)

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

Enquiries and details regarding this post, including requests for a job profile, and all other recruitment related enquiries may be directed to Noxolo Hlathi, 031 260 7916, hlathin@ukzn.ac.za

Appointment to this post will be on the January 2012 Conditions of Service. The total remuneration package offered includes benefits.

Applicants are required to complete the relevant application form, which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to recruitment-nh@ukzn.ac.za

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

The closing date for receipt of applications is **29 NOVEMBER 2017.**