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

**STUDENT SERVICES DIVISION**

**CAMPUS HEAD (2 POSTS)**

**STUDENT RESIDENCE AFFAIRS**

**(PEROMNES GRADE 7)**

**HOWARD COLLEGE, PIETERMARITZBURG**

**REF NO.: SS16/2014**

The incumbent is responsible for policy implementation, planning, coordinating and managing the operations of the Department of Student Residence Affairs at campus level. This includes amongst other duties: student administration management, overseeing residence life plans, building maintenance and projects, campus budgets, cleaning and security, staff accommodation, contracts management, and staff leadership.

**Minimum Requirements**:

* Relevant three (3) year degree or national diploma;
* Two (2) years’ administrative experience and five (5) years’ management experience;
* A valid and unendorsed drivers’ licence;
* A working knowledge of managing budgets, project management, facilities management, residence life student development, and staff leadership;
* Knowledge of labour laws and the OHS Act;
* Willingness to work overtime;
* A high level of computer literacy – spreadsheets, word documents, and email;
* Proven knowledge of student administration.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 1 October 2014.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms may be sent to** [**Recruitment-nh@ukzn.ac.za**](mailto:Recruitment-nh@ukzn.ac.za)**.**

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