

Applications are invited from interested person(s) for the under mentioned post.

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our **ENVISION2030** strategy, DUT's DNA has two strands, namely 'people- centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by a number of double pairs consisting of 'values and principles' that bind our double-helix together. The extrinsic expression of our DNA is via The DUT-Way; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that was been recognized recently when The Times Higher Education's World University Rankings placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

STUDENT LIFE AND RESIDENCE LIFE SECTION

RESIDENCE CO-ORDINATOR (POST REF.: 693)

Minimum Requirements:

- Minimum 3 years diploma/Degree in Social Science Management/Social Sciences
- 5 years administration experience preferable in Higher Education

Desired Requirements:

- Facilities Management or Project Management
- Post graduate Degree/Diploma in Facilities Management/project Management

Knowledge and skills competencies:

- ITS
- Building Act
- Occupational Health and Safety Act.
- Higher Education Act.
- HR policies and procedures.
- Computer proficiency
- Supervisory Skills.

Special Requirements:

- Interpersonal written and Oral Communication Skills.
- Conflict Management.
- Business experience.
- Computer proficiency in Ms office suits.
- Drivers license
- Working after hours when required

Duties

- Facilitate the provision of efficient accommodation
- Prepare residences for occupation.
- Monitor the use and the security of residence assets.
- Manages the maintenance of the buildings.
- Monitor and supervise service and maintenance process.
- Responsible for discipline of students.

- Monitor the residence budget utilization.
- Assists in the compilation of the annual budget.
- Assess the health and safety in the building.

Contact Person : Pirya Naidoo
Contact Email : careers@dut.ac.za
Status of Position : Permanent
Salary : Market Related
Status of Positions : Permanent

Applications should include:

- A fully completed prescribed application form which can be obtained from www.dut.ac.za (under the **QUICK LINKS** tab - @careers)
- A detailed curriculum vita (explicitly stating experience or knowledge in the above mentioned fields)
- Covering letter.
- Certified copies of all academic records and certificates
- Current contact information of referees
- No manual applications will be accepted and incomplete applications will be disregarded.
- Please email application to careers@dut.ac.za and quote the post reference and post description in the subject line.

CLOSING DATE: 19 JUNE 2023

Please note:

“The University reserves the right not to appoint” or to re-advertise to widen the pool of applicants

Verification will be conducted on preferred candidates only.

DUT reserves the right to do a complete verification of the information you have provided.

DUT reserves the right to contact your referees or request additional referees.

While DUT strives for equal opportunities, preference will be given in terms of the University’s Equity Plan, with specific consideration for Female candidates.