

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 has 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.

## Real Estate Management

### Post – Senior Architectural Technologist (Ref: R247)

#### Minimum Requirements:

- Honours Degree in related qualification (NQF 8)
- Minimum 6 -8 years' experience in Planning / Design & Build Environment
- Registration with SACAP (Ideal)
- Project Management experience (Ideal)

#### Key Competencies:

- Planning
- Communication
- Project Management
- Knowledge of relevant legislation
- The ability to think methodically and to manage projects
- Creative problem-solving skills
- Good time management skills, solid organisational skills and the ability to prioritise a varied workload

- Strong communication skills – both verbal and written
- Risk management
- Analytical Skills
- Interpersonal Skills
- Attention to Detail

### **Training & Knowledge:**

- Knowledge of basic accounting, rental contracts and property laws
- Full understanding of property management and its financial aspects
- In depth knowledge of all rules and regulations surrounding property management
- Competency in MS Office and relevant databases and software

### **Duties (but not limited to):**

- Project planning utilizing data and budget through service providers.
- Including sourcing and managing of service providers and managing all other project resources (Budget and time).
- Deals promptly and professionally with internal customers with regard to queries/ problems as required and maintains effective partnerships with service providers by establishing clear guidelines for service delivery and accountability.
- Ensures that data efficiently, records and provides information as dictated on policy and project plans.
- Represents the Physical Planning Function at appropriate forums within and outside the institution.
- Ensures Physical planning and inspections are adhered to.
- Constantly review resources available against those required for successful project implementation and ensure constant liaison with relevant parties.

### **Salary: Market related**

**Contact Person:** Miss ZJ Ngcobo

**Status of Position:** Permanent

### **To Apply:**

Preferably you may apply via LinkedIn by sending a completed official application for employment form which can be found on DUT website. Please send form together with detailed CV, copies of ID, qualifications and a covering letter with the exact name and reference number of the post you are applying for **OR** you may email the above listed documents to [HCSRecruitment@dut.ac.za](mailto:HCSRecruitment@dut.ac.za). Please note that you donot have to use more than one method of applying.

### **Kindly note:**

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

**Closing date: 2<sup>nd</sup> September 2023 @ 16:00pm**

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.