

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 – Space Coordinator (Ref: R264)

Minimum Requirements:

- Administrative/Technical Diploma or bachelor's degree with an emphasis in property administration and information management or a related field.
- 3 years' experience working with database applications, running queries and spreadsheet applications.
- Proficient knowledge of real estate industry, property management principles and relevant legislation.
- Driver's License

Key Competencies:

- Experience in property management and administration
- maintaining a facilities and property database.
- The ability to understand and manage database applications.
- The ability to understand, interpret, and analyze data and effectively translate data to meet business process needs for end users.
- The ability to read, understand, and interpret architectural floor plans of buildings.

- Effective interpersonal, customer service and organizational skills.
- The ability to manage multiple concurrent projects.
- Effective verbal and written communication skills.
- Experience working in higher education is preferred.

Duties (but not limited to):

- Coordinates with other stakeholders to resolve problems when necessary and helps to ensure the efficient use of university space by maintaining the flow of scheduling information between university systems.
- Coordinates with ICT Services and the system vendor to resolve issues, test and implement regular updates, suggest improvements to the space management system, and serves as a liaison to Event and Meeting Services for administration of the space management system.
- Develop and manage space data and conduct regular audits of university spaces and use. Arrange regular communications with stakeholders within real estate management.
- Works with Planning, Design & Construction to support physical changes that are requested and provides data as requested to allow for a complete analytical review of requests to allow for proper management of both existing and new spaces.
- Coordinate compliance audits and ensure that rentals and space use comply with policies and regulations. Identifies underutilized space, assesses underutilized annually to determine and address causes of underutilization, and recommends physical and technology enhancements to spaces to improve utilization.
- Coordinates facilities' resource planning and space management by analyzing administrative and academic space utilization and conducting an annual, system-wide, comprehensive facilities audit to ensure the accuracy of space data.
- Communicate with internal and external stakeholders.
- Provide monthly report on space utilization, space requests and consolidate information for budgetary use.
- Support Real estate planning and real estate management with planning information, progress and feedback to various stakeholders.
- Administration of space management meetings with various stakeholders and information flow.
- Manages the system information and updates to ensure that the database is kept up to date.

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. 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: 19th October 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.