

**UNIVERSITY OF KWAZULU-NATAL
DEPARTMENT OF STUDENT RESIDENCE AFFAIRS
PART-TIME RESIDENCE LIFE OFFICERS
2 YEARS FIXED TERM APPOINTMENTS**

Westville, Howard College, Medical School, Edgewood and Pietermaritzburg Campuses

REF: DRSA/2017

CLOSING DATE: 03 February 2017

Applications are invited for a 2 years performance based contract. In striving to meet the goals established in the University's employment equity plans, preference may be given to candidates who belong to the designated groups identified in the Employment Equity Act. All appointments are based on merit candidates not meeting the criteria below will not be considered. Student Residence Affairs staff are not eligible to apply.

KEY RESPONSIBILITIES WILL INCLUDE:

- Organizing and the implementation of Residence Life Programs;
- Provision of para counseling and crisis intervention to residence students;
- Supervision of Residence Assistant in execution of his/her duties and responsibilities;
- Execution of fire drills and emergency evacuation procedures and provision of assistance to students during medical emergencies with the assistance of Residence Assistant;
- Implementation of disciplinary measures;
- Assisting House Committees with conducting House Committee elections;
- Liaison with academic colleges and Risk Management Services;
- Attending designated liaison departmental meetings.

REQUIREMENTS:

- Masters Degree
- Minimum of one year administrative and supervisory experience ;
- One year experience in Life Skills Programming, planning and implementation;
- Workshop facilitation and training skills;
- Proven experience in diversity management;
- Valid driver's license;
- Leadership capabilities with proven track record;
- Applicants with previous and pending disciplinary records are not eligible to apply.

ADDED ADVANTAGE:

- Ability to maintain high ethical standards;
- Resilience and persuasiveness, the ability to function in a tough environment, handle stress and pressure and stand their ground as required;
- Traceable experience in Residence Life related projects at a tertiary level;
- Critical capacity in analytical and problem solving.
- Applicants are required to have good interpersonal, communication, conflict and negotiation skills.

Allowance: R36000 PER ANNUM

In addition to an allowance, the successful applicant will be provided with accommodation

Applicants must fill an application form available on UKZN website and indicate campus applying for.

Please **E-MAIL** a detailed CV together with an application form with full contact details of three referees to: Ms N. Mngomezulu

Tel: (031) 260 8006

Department of Student Residence Affairs, UKZN. E-mail address: Mngomezulun@ukzn.ac.za

NB. Only emailed CVs shall be accepted