

RESIDENCE LIFE OFFICER
DEPARTMENT OF STUDENT RESIDENCE AFFAIRS
EDGEWOOD CAMPUS

REF: DSRA-EDG/2025

CLOSING DATE: Thursday, 17 April 2025, 16:00

Applications from the **Edgewood Campus** community are invited for an 18-month **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 must meet the criteria below to be considered.

NB: Department of Student Residence Affairs staff, applicants with previous and pending disciplinary records and Residence Life Officers who have served two terms (4 Years) or more are not eligible to apply.

KEY RESPONSIBILITIES WILL INCLUDE:

- Organising and implementation of Residence Life Programmes
- Provision of para counselling and crisis intervention to residence students;
- Supervision of Residence Assistants in the execution of their duties and responsibilities;
- Implementation of disciplinary measures;
- Assisting House Committees with conducting House Committee elections;
- Execution of fire drills and emergency evacuation procedures and provision of assistance to students during medical emergencies with the assistance of Residence Assistants;
- Liaising with internal and external stakeholders
- Attending designated liaison departmental meetings.

REQUIREMENTS:

- Master's Degree or registered for a Master's Degree/ PhD
- Traceable experience in Residence Life-related projects at a tertiary level;
- Minimum of one year of administrative and supervisory experience;
- Valid driver's license

ADDED ADVANTAGE:

- One year of experience in Life Skills programming, planning, and implementation;
- Workshop facilitation and training skills; added advantage

REMUNERATION PACKAGE:

The successful candidate will be offered a fixed allowance of **R42 840 per annum**, plus **partially furnished accommodation**.

The successful incumbent will be required to sign a performance contract as part of the conditions of this post. Interested applicants must forward an **email** together with a **detailed CV and a motivation letter** to:

Ms Thandeka Hlophe
Help Desk/Secretary
Department of Student Residence Affairs
Email: HlopheT@ukzn.acza
Tel: 031 260 1779
