

EXPRESSION OF INTEREST (UKZN PERMANENT STAFF ONLY)

PRIVATE ACCOMMODATION OFFICER - EDGEWOOD

An opportunity has arisen in the Student Services Division, Department of Student Residence Affairs (DSRA) for an employee to be acting in the position of Private Accommodation Officer for a period of twelve (12) months.

The incumbent shall primarily be responsible for handling all private accommodation related matters in liaison with NSFAS and DSRA management on the Edgewood Campus.

According to the Policy “Redeployment, Secondment, Transfer and Acting Appointment” – the employee should meet most if not all requirements.

Minimum Requirements:

- Grade 12 (National Senior Certificate) and a 3-year relevant qualification.
- Two (2) years’ experience in a student housing environment
- A valid and unendorsed Driver’s license
- Experience building relations with landlords, community and tenants (students).
- Knowledge of occupational health & safety regulations
- Computer Literate – demonstrated experience in use of MS Office packages

Advantages:

- Prior experience in rental housing industry
- Experience in student accommodation within an institution of Higher Learning
- Understanding of the DHET Norms and Minimum Standards of Student Housing in Public Institutions.

Interested employees should send an expression of interest, explaining how they meet the minimum requirements sufficiently to perform adequately in the role - to Studentservices@ukzn.ac.za by no later than **18 June 2025**.