

RESIDENCE LIFE OFFICER (x1)
DEPARTMENT OF STUDENT RESIDENCE AFFAIRS
EDGEWOOD CAMPUS

REF: DSRA-EDG/2026

CLOSING DATE: Wednesday, 14 January at 16:00

Applications are invited from the Edgewood Campus community for an 11-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 appointed on a fixed-term basis and will receive a **fixed allowance of R41,429.58 for the duration of the appointment, along with partially furnished accommodation.**

Appointment to this position is subject to the signing of a **performance contract**, which will form an integral part of the terms and conditions of employment. Interested applicants are required to submit their applications via email, consisting of a **detailed curriculum vitae** and a **motivation letter**, to:

Mr Karabo Munonde
Residence Life Coordinator
Department of Student Residence Affairs
Edgewood campus
Email: MunondeK@ukzn.ac.za
