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 Urgent Announcement

STEPS for ONLINE REGISTRATION (senior students)

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Vacancy: **3269: Intern**
 Faculty:
 Department: **Housing and Residence Affairs**
 Division:
 Type: **Support**
 Description: **Department Housing and Residence Affairs Intern**
Job ID: 3269

***NB! Applications may only be submitted online. Please ensure that all relevant documentation is attached to your application. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Please note: Compile/Convert all the below documents as one document (Pdf or Word), when uploading it on the online applications system.**

- a detailed curriculum vitae and cover letter (please note that the first three (3) referees on your CV will be contacted with regard to reference checking);
- certified copies (not older than 3 months) of all academic records;
- certified copies (not older than 3 months) of qualifications (please provide the SAQA accreditation in the case of foreign qualifications);
- a certified copy (not older than 3 months) of your identity document (ID).
- proof of registration with a Professional Body (if applicable).
- a copy of your driver's license (if applicable).

Duties and responsibilities:

Gain exposure in the following tasks:

- Provide support and quality customer service at all times to students, parents staff members and visitors to HRA.
- Provide general administrative assistance to the Assistant Director.
- Refer people to the appropriate office.
- Handle telephonic and verbal queries and enquiries.
- Do general research about management information enquiry.
- Electronic processing room shooting list as received from junior residences.
- Liaise with Residences Heads in all other related instances.
- Assist in the process with regard to senior post-graduate accommodation to prospective senior students, international students, staff, community, etc.
- Take part in the preparations of Open Days, "Roadshows" and presentations.
- Assist in other areas of Placement Administration as needed.
- Handle general administration, including filing and making of photocopies

Inherent requirements:

- Bachelors' degree.

Required competencies:

- Good interpersonal and communication skills.
- Intermediate Computer skills, including (MS Word, MS Excel, Internet).
- Customer service focused.
- Organisational skills.
- Ability to work accurately, with attention to detail.
- Ability to work within a team and function under pressure.

Recommendation:

- Experience in student housing environment in higher Education sector.

The following criteria apply to the selection of candidates:

- Not currently participating in an existing learnership/internship programme.
- Willing to sign a learnership/internship agreement with the UFS.
- Candidate must be available for a period of one (1) year.

Assumption of duties:

1 March 2020.

Closing date:

10 February 2020.

Salary:

The salary scale is available on request.

Enquiries:

For enquiries, please feel free to contact 051 401 9810/ 9813/ 9857/ 7705 or email Recruit@ufs.ac.za

Fringe benefits:

(Subject to specific conditions): pension scheme, medical aid scheme, group life insurance, housing allowance, leave and sick leave, service bonus and study benefits.

General:

The University reserves the right not to fill the post. The University subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates from the designated groups, in accordance with the principles of the aforementioned act and the employee profile of the specific department/division.

The UFS will only consider applications of candidates who meet all the inherent requirements of the position. Applications that are incomplete or sent by fax or e-mail, will not be considered. Communication will be limited to shortlisted candidates only. Should you not be contacted within six weeks of the closing date for applications, you may assume that your application was unsuccessful.

APPLY ONLINE:

External candidates can click [HERE](#) to apply online.

UFS staff members can log onto PeopleSoft, click Self-Service, Recruiting and Careers to apply online.






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