



**UNIVERSITY OF
ZULULAND**

LIAISON OFFICER (P9)

OFFICE OF THE VICE CHANCELLOR

Reference Numbers: VC2020/11/02

The University of Zululand invites applications for the position of Liaison Officer: Office of the Vice-Chancellor. The purpose of this position is to build, maintain relationships, facilitate communications and coordinate activities among Care Managers, Gender Abused Students, Protective Services Department and Police Station. By and large, the Liaison Officer will act as a point of contact and perform administrative duties in the Pastoral Care Unit, an entity in the Office of the Vice Chancellor.

CORE RESPONSIBILITIES

- Directs the general administration and daily operations of the programme.
- Serves as a liaison between Care Managers and students.
- Serves as a liaison between the University and Police Station
- Facilitates the development of an attractive care facility that fosters optimum student engagement with the Care Managers

KEY PERFORMANCE AREAS (including but not limited to)

- Communicate with students
- Take statements from violated / affected students
- Liaise between students and Care Managers
- Liaise between the university Security Services Department and Police Station
- Organise sessions between students and Care Managers
- Keep records on all the cases attended to

MINIMUM REQUIREMENTS

- Bachelor's Degree
- Experience in the field of Law policies and taking of statement
- Understanding of the university context
- A driver's license will be an added advantage, as an incumbent will be advised to have it at a later stage.

CORE COMPETENCIES

Skills

- Good communication skills
- Good writing skills
- Interpersonal skills
- Good listening skills
- Reporting skills

Knowledge

- Knowledge and understanding of the university context
- Experience of being in student residence of the context similar to the University of Zululand

Behaviours

- Confidentiality
- Integrity
- Works Independently

CLOSING DATE: 29 November 2020

The University reserves the right not to make an appointment in any one of the positions as advertised. To apply for this position, please log on to Pnet.co.za. If not registered, please register and apply for the appropriate position and attach CV and qualifications. Ensure that you complete the questionnaire as per the specific post.

Please note no applications through any other means will be accepted. Candidates, who DO NOT MEET the minimum requirements, will not be considered and SHOULD NOT APPLY.

While the University of Zululand strives for equal opportunities, preference will be given to suitably qualified **South African Citizens, particularly females and people with disabilities**, in terms of the University's employment equity policy. UNIZULU is committed to employment equity and equal opportunity. If you are not contacted within 2 months of the closing date, please consider your application unsuccessful.

Kindly Note: Communication will be entered into with shortlisted candidates only.