



## DISABILITY BARRIER-FREE ACCESS CO-ORDINATOR

### Disability Service

Office for Inclusivity and Change  
Office of the Vice Chancellor

The Disability Service (DS), situated within the Office for Inclusivity & Change (OIC), is seeking to appoint an enterprising, responsible and reliable person for the position of Disability Barrier-Free Access Co-ordinator. The main purpose of this position is to guide the University in all matters relating to the built infrastructure and facilities as they impact on access for people with disabilities and to advocate for and initiate the removal of all physical barriers to access.

#### Minimum Requirements:

- NQF7 qualification in social sciences or health sciences
- Minimum of 3 years relevant experience
- Advanced computer literacy
- Strong advocacy, presentation & communication skills
- Proven report writing skills
- Familiarity within the field of disability
- Sound interpersonal relationship skills
- A valid driver's license and own reliable transport
- Willingness to work after hours and over weekends when required

#### Advantageous

- Knowledge of the disability sector
- Ability to interpret built design specifications
- Familiarity with mobility orientation
- A good knowledge of the different access needs of people with a wide range of disabilities

#### Responsibilities

- Arranging and/or undertaking a systematic & comprehensive audit of all university facilities across all campuses with a view to identifying existing barriers to access.
- Drawing up short, medium & long term strategic plans for addressing access barriers.
- Working closely with internal and/or external consultants as the Disability Service or University may employ from time to time for building projects.
- Formulating recommendations & assisting in the preparation of reports in respect of the technical specifications aimed at addressing access barriers.
- Keeping abreast of all Universal Design developments and literature. Training will be provided.
- Supporting the participation of Disability Service management on relevant University committees and structures.
- Promoting the employment of persons with disabilities through awareness-raising & training initiatives.
- Supporting the needs and interests of staff and students with disabilities.
- Coordinating specific mobility student and staff orientation and integration programmes hosted by the Disability Service
- Ensuring that students, staff and guests with disabilities are able to participate fully in graduation ceremonies and other major official university events.
- Assisting and advising UCT Health & Safety Services on the safe evacuation procedures for persons with disabilities.
- Managing assistive technologies for students with disabilities
- Supporting the Disability Service colleagues with orientation and invigilation
- Participating within the broader Office for Inclusivity & Change and Deputy Vice Chancellor activities when requested

The annual cost of employment, including benefits is between R355 670 and R418 435

**To apply**, please e-mail the below documents in a **single pdf file** to Tracy Moore at [recruitment04@uct.ac.za](mailto:recruitment04@uct.ac.za):

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- A Comprehensive Cover letter that responds to all minimum requirements
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

**Telephone:** 021 650 5405

**Website:** [www.uct.ac.za](http://www.uct.ac.za)

**Reference number:** E18306

**Closing date:** 22 August 2018

*UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black South African candidates.*

UCT reserves the right not to appoint.