

# Vacancy

This is not an SACPCMP vacancy. All applications related to this vacancy are to be **sent directly to the contact details listed below**. The SACPCMP will **not be responsible** for the receipt of any applications or CVs in this regard.

The SACPCMP is **not involved in appointing any positions related to this vacancy**. Queries regarding this vacancy should be sent to the contact details mentioned below.

The SACPCMP will **not respond** to queries submitted regarding this vacancy.

<b>Position</b>	Director: Properties and Services
<b>Company offering/representing the Position</b>	University of Fort Hare
<p><b>Details of the Position</b> (requirements of position, qualification; registration etc)</p>	<p>The <b>University of Fort Hare</b> since its foundation has been a beacon of excellence and hope, a lodestar for national and continental regeneration. For that reason, its new Strategic Plan, Towards a Decade of Renewal, 2022-2026 is critical in steering the future of our iconic institution. <i>A Decade of Renewal, Be apart of it!</i></p> <p>Reporting to the Executive Director Infrastructure and Technology, the <b>Director Properties and Services</b> will:</p> <ul style="list-style-type: none"> <li>• Lead &amp; direct the institution’s infrastructure (both internal &amp; external built environments) in support of the institutional goals, comprising of both the management of new infrastructure projects and maintenance strategies for the institution.</li> <li>• The role scope refers to all infrastructure, inclusive of residences, learning facilities, admin buildings, recreational &amp; sports facilities, transport services, project management, security, revenue generating units and gardens &amp; grounds of the institution.</li> <li>• Manage the Occupational Health &amp; Safety function for the institution, as well as contracts for cleaning &amp; sanitization.</li> </ul> <p><b><u>KEY PERFORMANCE AREAS</u></b></p> <p><b>KPA 1) Govern &amp; Direct Properties &amp; Services Directorate</b></p> <ul style="list-style-type: none"> <li>• Play a key role in shaping the overall strategic direction of the institution.</li> <li>• Govern the implementation of policies &amp; strategies agreed by Council / Senate.</li> <li>• Promote the institution's reputational profile through networks &amp; partnerships.</li> </ul>

- Provide oversight, leadership & guidance to units under area of responsibility.
- Play a key role in executive/governance committees.
- Direct leadership resources as per structure.
- Monitor achievement of the unit's strategic plan achievement.

#### **KPA 2) Medium to Long-term Conceptualisation & Visioning**

- Formulate & review strategy aligned with vision & mission.
- Approve implementation of structures, resources & systems.
- Collaborate with senior stakeholders in strategy design.
- Conduct regular strategic alignment reviews.
- Provide regular feedback to senior stakeholders on plan implementation.

#### **KPA 3) Strategic Financial Business Planning & Budgeting**

- Conduct long-term financial projections & planning.
- Lead resource management processes.
- Lead strategic cost management processes.
- Allocate & re-allocate funds & resources based on portfolio need & requirements.
- Approve financial strategies in conjunction with senior stakeholders.
- Obtain approval for annual budgets from the executive committee.
- Exercise prudent budgetary control.
- Approve large payments, asset procurement & services.
- Report on financial & budgetary objectives/plans.

#### **KPA 4) Organisational Leadership Management**

- Plan leadership talent, succession and development based on strategy.
- Strategise preventative & mitigation strategies for anticipated talent risks.
- Recruit, select & appoint a leadership team based on the approved Resource Plan.
- Build & direct the leadership team within the portfolio structure.
- Manage performance management aligned with the Performance Management System.

- Direct talent competence, skills & performance levels aligned with strategy.
- Submit succession & development plan progress reports to senior leadership.

#### **KPA 5) Strategic Relationship Development**

- Participate in key institutional policy and decision-making bodies.
- Develop & foster partnerships with local & international academic institutions.
- Engage with industry / government stakeholders aligned with business area.
- Participate in related industry forums.

#### **KPA 6) Infrastructure / Built Environment & Maintenance Management**

- Commission expert advice as input into infrastructure strategies & plans.
- Approve a best practice property data base that meets Condition Assessment & Space Audit requirements.
- Align infrastructure goals with institutional strategies.
- Remain abreast of built environment legislation.
- Plan annual maintenance work for the institution.
- Collaborate with internal stakeholders in the execution of maintenance plans.
- Investigate & integrate new build environment technologies to enhance efficient & effective management of infrastructure related projects.
- Direct the management of property and related assets.
- Prepare expenditure reports for submission to Department (DHET).
- Lead & direct the general maintenance of all facilities including the grounds.
- Propose a consolidated planned maintenance strategy & programme to senior leadership.
- Obtain feedback from internal stakeholders on service quality.
- Manage & monitor the execution of new infrastructure projects & spend.
- Monitor the effectiveness of Maintenance Plans (both long & short term).
- Monitor and ensure that Space Audits take place & legislated requirements are met.



- Monitor data integrity of HEMIS system regarding property data.
- Monitor strict site Health & Safety rules for protection of staff/students.
- Monitor scrapping/disposal of equipment/assets according to policy/procedure.
- Check that legislated reports (Space Audits) are delivered on time.
- Monitor building condition & general facilities quality / cleanliness.
- Compile reports on outstanding maintenance work & work completed.
- Report on infrastructure service metrics.
- Propose & obtain approval for new maintenance strategies.

**KPA 7) Infrastructure Project Management for Large Capital Projects**

- Remain abreast with large scale infrastructure development priorities.
- Remain abreast of and apply best practice project management principles.
- Plan effective procurement of built environment professionals & service providers.
- Sign-off key deliverables in conjunction with governance committee(s).
- Direct the implementation of infrastructure projects by service providers.
- Foster sound, ethical relationships with professionals & service providers.
- Analyse & interpret project reports provided by contracted service providers.
- Enforce waste management & site rehabilitation practices.
- Monitor deadlines and/ or project plan milestone compliance.
- Remove barriers to progress by making or obtaining decisions timeously.
- Provide independent project progress reports (including budgets).

**KPA 8) Environment, Grounds & Estate Management**

- Align strategic plans with the institution's strategic environmental & sustainability goals.
- Align strategic plans with the institution's strategic quality of academic & administration spaces & student life goals
- Plan the strategy for maintaining & sustaining Environment & Grounds.
- Approve environmental changes to accommodate physically challenged individuals.
- Approve plans for the maintenance of Environment, Grounds & Estate.
- Propose new environment & grounds projects & gains approval.
- Recommend the appointment of Environment, Grounds & Estate maintenance service providers.
- Monitor compliance requirements in relation to environment / facilities, ground & estate.
- Report on the achievement of goals & project progress.

#### **KPA 9) Transportation Services Management**

- Align strategic plans with the institution's strategic transportation related goals.
- Plan strategy for transportation services.
- Propose improvements & obtain approval thereof.
- Plan strategies for improving transportation efficiencies.
- Investigate & integrate new transport models and management technologies to enhance efficient & effective provision of transport services.
- Lead & direct the transportation roll-out plan.
- Monitor compliance requirements in relation to transportation services.
- Report on goal achievement & project progress.

#### **KPA 10) Security Services Management**

- Align strategic plans with the institution's strategic security & safety goals.
- Plan strategy for maintaining & sustaining the Security Services.
- Investigate & integrate new security technologies to enhance the efficient & effective management of security systems.
- Lead & direct the security management plan.
- Remain abreast of security industry legislation.

- Monitor compliance requirements in relation to the safety & security services.
- Report on goal achievement & project progress.

#### **KPA 11) Revenue Generating Services Management**

- Align strategic plans with the institution's strategic Revenue Generating Goals.
- Plan strategy for expanding & improving the Revenue Generating Units.
- Lead & direct the Revenue Generating Units in implementing processes.
- Monitor compliance requirements in relation to Revenue Generating Units standards.
- Report on the achievement of goals & project progress.

#### **INHERENT CRITERIA**

##### **Minimum Qualification(s)**

- A Master's degree in Built Environment (either Civil or Structural Engineering).
- PrEng.
- Occupational Certification: a recognized Project Management, Professional Construction Project Manager or Project Management Professional Certificate.
- Professional Registration or Licence with Engineering Council of SA (ECSA), Project Management SA (PMSA), Project Management Institute (PMI), South African Council for the Project and Construction Management Professions (SACPCMP).

##### **Minimum Experience**

- A minimum of 10 years' experience in the Built Environment.
- 5 years in a managerial capacity, leading a team of professionals.
- Proven project management track record in the Built Environment.
- Built Environment Maintenance experience.
- Experience in a higher education context is an added advantage.
- A thorough understanding of the management of property assets.

	<p><b>APPLICATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• A letter of motivation.</li> <li>• A comprehensive CV.</li> <li>• An abridged CV.</li> <li>• A completed UFH Job Application Form.</li> <li>• Names and contact details for at least 3 referees.</li> <li>• Certified copies of matric and degree certificates and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.</li> </ul>
<b>Location</b>	Alice, Eastern Cape
<b>Full Time / Part Time / Contract Employment</b>	5 Year – Fixed Term
<b>Remuneration Details</b>	
<b>CV/Application to be submitted to:</b>	carmen1114@talenting.co.za
<b>Contact Person/details</b>	Carmen Hamman
<b>Closing date for applications</b>	1 February 2025