

**UNIVERSITY OF SOUTH AFRICA
PORTFOLIO: OPERATIONS & FACILITIES
EXECUTIVE DIRECTOR: FACILITIES MANAGEMENT
FIVE (5) YEAR FIXED TERM CONTRACT**

(Ref: OPS&FAC/EDFACMNG/SM2018)

Unisa is the only publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open Distance and e-Learning (ODeL) Institution offering a variety of academic and career-focused programmes. Unisa is inviting applications for the position of Executive Director: Facilities Management.

Purpose of the job

The purpose of this position is to provide strategic leadership and oversee the implementation of Facilities Management policies, strategies and programmes, in accordance with relevant legislation and in alignment with the strategic objectives of the Institution.

Roles and responsibilities include:

- Developing and implementing the functional strategy and objectives in line with the Unisa 2016-2030 strategy and ODeL Business Model.
- Providing leadership regarding all operations of the Department, which include:
 - The effective and efficient provisioning of Property Management Services
 - The effective and efficient provisioning of Project Management Services
 - The effective and efficient provisioning of Maintenance Services
 - The effective and efficient provisioning of Facilities Support services
 - The effective and efficient provisioning Environmental Services and Safety, Environment, Health and Quality Management (SHEQ)
- Providing strategic leadership in the development of the annual performance review
- Effectively coordinate all essential and ancillary services provided at all Unisa buildings/campuses
- Ensuring effective management of contracts and service providers in line with agreed Service Level Agreements and/or contracts
- Ensuring effective property management as follows:
 - Develops and maintains an Integrated Facilities Management System for the effective management of properties and facilities
 - Plans and manages internal structural alterations to existing infrastructure
 - Ensures effective management of buildings and construction services, as well as the maintenance of buildings and all electrical/mechanical services
 - Oversees management of inventory
- Maintaining University Estates projects in terms of matrix management principles and ensures completion in accordance with time, cost and quality requirements
- Managing the Portfolio budgeting processes, including overseeing and monitoring expenditure within budgeted parameters and reporting on variances periodically
- Leading, mentoring and empowering employees and change within the Portfolio to promote high performance, optimal working environment and cost effective operations

- Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and Unisa 2016-2030 Strategy and ODeL Business Model.
- Ensuring and monitoring staff development as well as succession and capacity planning
- Fostering an organisational culture and climate that is ethics and value driven
- Providing strategic guidance in the implementation of the human resources policies, procedures and practices
- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
- Promoting sound institutional governance principles through effective planning, maintenance of operations and service standards, management of compliance and risk and participating in Institutional governance structures

Requirements

- Minimum of Master's Degree in a relevant field/s and registration with the relevant industry body.
- Minimum **10 years** work experience in the relevant field with **at least 5 years** in a senior management position

Technical Competencies

- Project Management and Engineering experience in overseeing large in projects at multiple locations
- Strong operational leadership
- Technical capabilities and sound financial acumen
- Safety, planning, scheduling, and business acumen

Knowledge and Skills

- Change Leadership/ Management
- Leading and Supervising
- Politically Savvy
- Strategic & analytical thinking
- Stakeholder Management
- Communicating (oral and written)
- Collaboration and Teamwork
- Results oriented
- Innovation and Creativity
- Problem Solving
- Resilience / Perseverance / Stress Management
- Conflict Management
- Negotiation
- Ethical

Assumption of duty : **As soon as possible**
Salary : Remuneration is commensurate with the seniority of the Position
Closing Date : **16 March 2018**
Enquiries : **Ms SL Mbanjwa – 012 429 6072**
Mr RG Masingi – 012 429 4606

- Kindly supply your Curriculum Vitae
- Further documentation will be requested from shortlisted candidates
- The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be employed a contactable reference from your previous employer must be provided.
- The detailed advertisement can be found on the Unisa website (www.unisa.ac.za)
- Application can be forwarded by email to: Mbanjisl@unisa.ac.za or masingr@unisa.ac.za
- Unisa is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.
- We welcome applications from persons with disabilities
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*