

**UNIVERSITY OF SOUTH AFRICA**

**PORTFOLIO: INFORMATION & COMMUNICATION TECHNOLOGY**

**DEPARTMENT: PROGRAMME AND PROJECT MANAGEMENT**

**POSITION: DIRECTOR: ICT PROGRAMME AND PROJECT MANAGEMENT (P4)  
(5-YEAR FIXED-TERM CONTRACT)**

**(REF: DIR/PPM/PPM/GRM/2019)**

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 e-Learning (ODeL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: ICT Programme and Project Management (P4)**

The purpose of a **Director: ICT Programme and Project Management (P4)** is to conceptualise, design and facilitate the execution of the department's strategy and architecture in line with the Unisa 2016-2030 Strategy and ODeL Business Model.

**KEY DUTIES/RESPONSIBILITIES**

**Strategic Direction and Alignment**

- Conceptualising and designing the departmental strategy taking cognisance of the Institutional strategy and ODeL Business Model
- Conceptualising, designing operational plans and KPI's in support of the portfolio's strategy and the institution's overall vision and strategy
- Leading the implementation of the departmental strategy, plans and procedures to support the ODeL 2016-2030 Strategy
- Developing the academic plan and model for academic services in the university
- Participating in the formulation of the University's Strategic Agenda for Community Engagement

**Conceptualisation, Leadership and Execution**

- Providing strategic and thought leadership regarding all operations of the department from an overall perspective, which include:
  - Project methodology application for UNISA (Agile versus traditional)
  - Strategic ICT related Project Portfolio reports
  - Project Strategic Risks
  - Project Management Practice and Standards
  - Performance of Project Governance Structures
  - Strategic Project Prioritisation
- Conceptualising, designing and implementing effective group and intergroup work and information systems
- Conceptualising, developing and executing of the ICT functional strategy and objectives in line with the Institutional ODeL 2016-2030 Strategy
- Conceptualising and designing the Enterprise ICT Programme and Project Management Architecture for the University
- Providing leadership to the Programme and Project Management Function to ensure that both business and technology groups work towards the achievement of the University's mission and vision
- Conceptualising, designing and overseeing the execution of an efficient and effective Resource utilisation model
- Conceptualising, designing and overseeing the execution of ICT performance monitoring indicators through measurements and insightful project reporting

- Conceptualising, designing and overseeing the execution of effective business analysis and business process models
- Conceptualising, designing and overseeing the execution of change management model for ICT related programmes and projects
- Providing custodianship for the management of the process to evaluate ICT project proposals
- Conceptualising continuous improvement strategies to develop ICT project management maturity
- Leading the internal and external ICT project audit activities to maintain the integrity of the ICT Project Portfolio services
- Providing strategic direction to the VP: ICT on the ICT Programme and Project Management frameworks/methodologies and new development in GRC global environment to support strategic decision processes and identify critical issues for UNISA ICT Strategy.
- Designing the ICT supply chain management value-chain in order to ensure a competitive total cost of ownership
- Conceptualising and designing the ICT Value delivery model for the university.
- Leading and directing the activities aimed at ensuring ICT alignment with the University's strategic intent
- Conceptualise UNISA's ICT Programme and Project management strategy
- Researching the national and international environment in respect of all matters pertaining to ICT Programme and Project Management to determine trends and new developments.
- Provide oversight with respect to the setup of an ICT project and programme office for UNISA, delivering projects, including best practice implementation of:
  - o Project management methodology (Agile versus traditional)
  - o Project management policies, standards and procedures
  - o Project management integrated system and dashboards
  - o Project management categorisation (Balancing importance, costs and timing)
- Keeping abreast of the external regulatory environment that governs the university e.g. Department of Higher Education and the Council on High Education and act accordingly
- Providing guidance, expertise and advice to Management on trends, best practice and applicable policies and legislation
- Managing the strategic relationships and networks with internal and external stakeholders.

### **Forecasting, Budgeting and Financial Management**

- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
- Compiling and managing the departmental budget in line with the portfolio and Institutional budget
- Overseeing and monitoring departmental expenditure within budgeted parameters and reporting on variances periodically
- Directing and overseeing the funding of departmental operations and budgeted activities
- Managing the function's resources sustainably in accordance with financial principles  
Embedding financial sustainability through a green Institution-wide culture

### **People Management**

- Ensuring and monitoring that all staff in the department are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Formulating the people agenda in conjunction with the Department of Human Resources
- Managing overall performance which includes conducting annual performance reviews of staff in accordance with the performance management process
- Directing implementation of training and development programmes for staff, including personal development plans (PDPs)

- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
- Directing implementation of the human resources policies, procedures and practices
- Shaping staff requirements for the department which includes resourcing of programmes and initiatives
- Foster an organisational culture and climate that is ethics and value driven

### **Governance and Reporting**

- Monitoring and reporting on progress against departmental strategic initiatives
- Monitoring and reporting on legislative and statutory compliance
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)
- Guiding the development and implementation of policies and procedures
- Compiling regular reports to Council, its committees and other relevant structures
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET)
- Identifying risks relating to the field of responsibility and develop mitigating strategies
- Documenting and reporting on departmental specific matters to internal and external stakeholders
- Ensuring proper record keeping of all aspects within field of responsibility

### **Qualifications**

- **Minimum Honours Degree/Postgraduate Diploma/ Professional Bachelor's Degree (NQF8) in ICT**
- **PRINCE II Certification at Practitioner level or PMP certification**
- **AGILE, COBIT, PMBOK and ITIL will be an added advantage**

### **Experience**

Minimum 10 years of ICT experience which includes ICT project management with at least 5 years in a management role.

**Assumption of duty:** As soon as possible

**Salary:** Remuneration is commensurate with the seniority of the of the position

**Closing Date:** 31 January 2020

**Enquiries:** Ms P Bana - 012 429 3572 or Ms Al Mavhungu – 012 429 3048, application can be forwarded by email to: [banapp@unisa.ac.za](mailto:banapp@unisa.ac.za)

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- All educational qualifications;
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided. Short-listed candidates will be required to prepare a presentation on the interview date.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<https://www.unisa.ac.za/vacancies>)

Unisa is not obliged to fill an advertised position.

Late, incomplete and incorrect applications will not be considered.

Recommended candidates might be subjected to competency assessment

*We welcome applications from persons with disabilities.*

***Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.***