

**UNIVERSITY OF SOUTH AFRICA**  
**PORTFOLIO: OPERATIONS AND FACILITIES**  
**DEPARTMENT: UNIVERSITY ESTATES**  
**POSITION: DIRECTOR: PROJECTS MANAGEMENT (P4)**  
**(5-YEAR FIXED-TERM CONTRACT)**  
**(Ref: DIR: PM/VP:OF/UE/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: Projects Management**

The purpose of a Director Projects Management is to formulate and execute the plans of the Directorate in line with the Unisa 2016-2030 Strategy and ODeL Business Model

## **KEY DUTIES/RESPONSIBILITIES**

### **Strategic Direction and Alignment**

- Developing operational plan and KPI's in support of the departmental strategy in support of the institution's overall vision and strategy
- Executing the directorate's operational plan and procedures to support the ODeL 2016-2030 Strategy
- Interpreting policies to lower levels and ensuring alignment with Directorate's operational plan
- Developing and managing relations with other portfolios, regions, colleges and departments to ensure alignment with the broader institutional plans and processes
- Developing best practices, build on, and constantly refining a comprehensive vision for the directorate, by providing direction in the directorate's area(s) of specialisation

### **Operational Leadership and Execution**

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
  - Planning programmes in terms of business definition, budget, resource planning, preliminary scope statement, assumptions and exclusions.
  - Overseeing the overall execution of project management processes
  - Scoping programme to ensure that the project scoping includes all relevant elements for successful planning of the programme
  - Scoping the change control processes for the programme
  - Conducting programme integration, taking into consideration the programme and project plan development, programme and project plan execution and the overall change control.
  - Defining programme and project time management in accordance with activity definition, activity sequencing, activity duration, schedule development, schedule control and resource planning.
  - Planning programme and project cost management in accordance with resource planning, cost estimation, cost budgeting and cost control
- Ensuring project quality by:
  - Defining programme quality control mechanisms to ensure adequate quality control application across project time span
  - Conducting quality assurance in accordance with set schedules to ensure that the programme deliverables adhere to set standards
  - Executing programme communication in accordance with the communication plan and action feedback as and when required to ensure that planned communication objectives are achieved.
- Fostering the relationships and networks with internal and external stakeholders
- Coordinating the activities within the Directorate
- Promoting intergroup collaboration

- Managing programme risks by developing risk management instruments including contingency and preventative plans.
- Guiding and overseeing the adoption of leading engineering and/or technical practices in asset care and management.

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

- Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
- Compiling and managing the directorate's budget in line with the departmental budget
- Directing and monitoring the directorate's expenditure within budgeted parameters and reporting on variances periodically
- Managing the process of allocation of financial resources within the Directorate
- Managing the function's resources sustainably in accordance with financial principles
- Authorising the procurement of relevant services, equipment and materials
- Safeguarding the assets allocated to the Directorate

### **People Management**

- Ensuring and monitoring that all staff in the directorate are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Ensuring a high performance culture in the directorate through taking accountability for an effective and well-articulated performance management process
- Ensuring the 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
- Building a robust, effective talent and leadership pipeline, succession and HR capacity
- Fostering an organisational culture and climate that is ethics and value driven

### **Governance and Reporting**

- Monitoring and reporting on progress against operational initiatives
- Monitoring and reporting on legislative and statutory compliance
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)
- Ensuring the development and implementation of policies and procedures
- Compiling regular reports to Council, its committees and other relevant structures
- Participating in the annual performance review
- Identifying risks relating to the field of responsibility, develop and implement mitigating strategies
- Documenting and reporting on directorate specific matters
- Ensuring proper record keeping of all aspects within field of responsibility

### **Qualifications**

- Minimum of **Honours Degree in Project Management or Engineering or a Professional Bachelor's Degree in Project Management or Engineering or equivalent**
- Registration with relevant professional bodies such as; SACPCMP, ECSA, SACAP and ASAQs

### **Experience**

- Minimum **10 years** of relevant work experience in Construction, Property Development, Property Management and/or Quantity Surveying, 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 position

**Closing Date:** 25 October 2019

**Enquiries:** Ms P Bana - 012 429 3572 or Ms Al Mavhungu at 012-429 3048,  
application can be forwarded by email to: [nyalumm@unisa.ac.za](mailto:nyalumm@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 (<http://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 and a lifestyle audit

*We welcome applications from persons with disabilities.*

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