

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: OPERATIONS AND FACILITIES

DEPARTMENT: UNIVERSITY ESTATES

**POSITION: DIRECTOR: SUPPORT SERVICES (P4)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: DIR: SS/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: Support Services**

The purpose of the Director: Support Services position 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
- Providing direction in the directorate's area(s) of specialization

Operational Leadership and Execution

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
 - Logistics,
 - cleaning services,
 - catering
 - conferencing and events management;
 - Gardening services; and
 - Environmental Services
- Fostering the relationships and networks with internal and external stakeholders
- Coordinating the activities within the Directorate
- Promoting intergroup collaboration
- Providing University Estates services such as venue bookings and ensuring that the facilities are ready for optimal use.
- Monitoring of the regulatory environment for changing or emerging regulations.
- Providing guidance, expertise and advice to the Management on trends, best practice and applicable policies and legislation.
- Coordinating the venue support services where of external suppliers are engaged, including the venue booking and performing all administrative functions such as the collection of fees and tariffs.
- Planning for the provisioning of hygiene services and pest control.
- Coordinating the Regional support services by visiting those offices in order to ascertain the requirements in and define the detailed specifications for provision of services
- Planning and providing waste management functions to the entire community and the regions
- Ensuring that operation meets all goals, targets and timelines and creates value for the business and ensuring credibility

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 Business or/and Operations Management or a Professional Bachelor's Degree in Business or/and Operations Management**

The following will serve as added advantage

- Registration with relevant professional bodies such as SAFMA or NARPM is an added advantage

Experience

- **Minimum 10 years** of relevant work experience in Facilities 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: **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: nelsoda@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.