

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: OPERATIONS AND FACILITIES

DEPARTMENT: PRINT PRODUCTION, SUPPLY AND DISTRIBUTION

**POSITION: DIRECTOR: PRINT PRODUCTION (P4)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: DIR: PP/VP:OF/PPS&D/GRM/2020)

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: Print Production**.

To formulate and execute the plans of the Directorate to be inline 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 directorate's 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

Operational Leadership and Execution

- Provide strategic leadership regarding all the operations of the Directorate, which includes:
 - Managing and overseeing the design of the print production operating model, processes and associated activities
 - Oversee the overall execution of print production processes from pre-press, graphic design, bureau, digital and lithographic printing and finishing (folding, binding and cutting/guillotine), by ensuring that the print production directorate utilises the right technologies, processes and systems to meet integrated production requirements
 - Ensure security printing and controls are put in place to mitigate risk
 - Managing and overseeing the implementation of equipment maintenance strategies
 - Define, and oversee the implementation of SLA's for asset maintenance service providers (maintenance contracts)
 - Lead and oversee the design of the study materials that meet the highest standards
- Provide strategic leadership and oversee the implementation of Directorate policies, strategies and programmes, in accordance with relevant legislation and in alignment with strategic objectives of the Department, Portfolio and Institution
- Lead and oversee the execution of the directorate's operational plan in support of the PPSD strategic goals and the instructional ODeL 2016 – 2030 Strategy and Annual Performance Plan
- Drive and oversee the implementation of institutional, Portfolio, Departmental and directorate policies, processes, practice, procedures and systems.
- Ensure the operational sustainability of the directorate through the identification, development and implementation of leading practices, procedures, systems and print production technologies
- Keep abreast of the technological changes in the pre-press, graphic design, bureau, digital and lithographic printing and finishing environments in order to advise the university on the appropriate print production technology
- Identify appropriate technology and commensurate equipment, and design control measures to protect the integrity of the technology and equipment
- Guide and oversee the adoption of leading engineering and/or technical practices in assets care and management
- Lead, guide and oversee compliance and adherence to OHS Act (85 of 1993) SHE policies and other related legislation.

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 sustainability in accordance with financial principles
- Authorising the procurement of relevant services, equipment and materials
- Safeguarding the assets allocated to the Directorate
- Ensuring the establishment of financial sustainability through a green Institution-wide culture

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

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 **Bachelor Honours Degree/B Tech Degree/Postgraduate Diploma/ Professional Bachelor's Degree in Engineering or Operations Management or equivalent qualification**

Experience

- Minimum **10 years** of relevant work experience in a high volume manufacturer and producer of top quality printings of Fast Moving Consumer Goods (FMCG) or high volume Batch production environment 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 : 30 April 2019

Enquiries : Ms P Bana - 012 429 3048

Application can be forwarded by email to: mavhuai@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.

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.

We welcome applications from persons with disabilities.

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