UNIVERSITY OF SOUTH AFRICA

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES OF CURRENT EMPLOYEES/WORKERS AT UNISA:

- **PERMANENT EMPLOYEES;**
- **FIXED-TERM EMPLOYEES**
- **TES (TEMPORARY EMPLOYMENT SERVICES)**

APPLICANTS ARE REQUESTED TO STATE THE DEPARTMENT TO WHICH THEY ARE CONTRACTED.

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: Operations and Facilities & Teaching and Learning

POSITION: Deputy Director: Governance, Reporting and Support (P5)

(Ref: DD:GR&S/OPS&TL/ST/1/2020)

The Deputy Director: Governance, Reporting and Support's role is to ensure that the Operations and Facilities portfolio and Teaching and Learning portfolio deliver their scope of services in line with UNISA policies and industry best practices by shaping, safeguarding and supporting continuous improvement through cost analysis, standard setting, business analytics, performance monitoring and reporting, quality management and strategic programme management.

The Deputy Director: Governance, Reporting and Support role will ensure that there is effective and efficient business administration across the two Portfolios. This will be fulfilled by ensuring that they adhere to and follow UNISA financial procedures and policies, review internal controls and business processes as well as improve governance and reporting on capital expenditure and projects delivery.

Qualifications and experience

- Grade 12 plus Honours degree or BTech or Postgraduate Diploma or Advanced Diploma in Finance with ten (10) years relevant experience

OR

- Grade 12 , plus Masters' degree or MTech or MBA or MBL or equivalent Professional Qualification (CFA, CA) with eight (8) years' experience

OR

- Grade 12 plus Doctoral degree, including DTech in Finance with five (5) years relevant experience

Duties/key responsibilities

PLANNING AND GOVERNANCE

Monitoring and evaluation of the Portfolio strategic business plan.
Plan, review and manage the portfolio business plan reporting systems.

Coordinate, document and manage the timely periodic monthly portfolio performance monitoring and reporting to the different governance structures.
Plan, design and manage the Portfolio cost management systems (CAPEX and OPEX).
Plan and Coordinate the Portfolio budget preparation processes in line with the university directives and policies.
Ensure compliance to university policies and procures on service acquisition and payment execution

FINANCIAL MANAGEMENT

- Capital expenditure and strategic projects
  - Review Capex budgets submitted by various departments/colleges
  - Liaise with the development team and respective departments/colleges to ensure capex budget is finalised and presented to respective governance structures for approval;
  - Ensuring compliance with Capex policy and procedures.
  - Review monthly Capex reporting received from departments to ensure reporting is accurate and to monitor Capex against budget;
  - Review Capex requests received for approval, this includes review of Value for Money calculations received and ensuring compliance with strategy.
- Provide input to the Supply Chain organization in developing strategies on Capital expenditure and strategic projects
- Continuously review and where necessary take corrective action to ensure adherence to standard Capital expenditure and development projects processes
- Continuously review and where necessary take corrective action to ensure adherence to generally accepted accounting principles {GAAP).
- Ensure expenditure adherence to contract/purchase order agreements by assisting management to carry out the relevant reconciliations in order to enable management to approve invoices.

ANALYSIS and REPORTING

- Proactively manage and analyse the CAPEX master plan to detect deviations and/or errors and mitigate these through early warnings and/or revising the plan for sign- off with all relevant stakeholders
- Coordinate and ensure that statutory and compliance Capex reporting is complete and on time e.g. DHET Infrastructure and Efficiency Grant (IEG Provide timely Portfolio performance reports Review the portfolio CAPEX allocations on a regular basis for control purposes
- Review and monitor the completeness and correctness of CAPEX against plan and initiate corrective action
- Keep abreast of the university finance and related policies, procedures and applicable processes and systems
- Provide Business Analytics support to both portfolios, and produce requisite reports

ADMINISTRATION

- Coordinate and participate in the development of the Portfolio and Departmental Strategic and Operational plans.
- Identify and facilitate system changes where required and ensure that processes and procedures are appropriately documented and communicated.
- Ensure the implementation of relevant University policies, plans and targets.
- Maintain an archive of historical data and reports.
- Facilitate and coordinate timely preparations for year-end audit execution processes
- Keep record of governance reports for planning, monitoring, control and decision making.

STAKEHOLDER MANAGEMENT

- Liaise with the Portfolio departments/colleges to ensure that the necessary Capital expenditure and strategic projects are executed to master plan/s
- Liaise with the development team, respective departments to ensure that capex execution and spending is approved through respective governance structures;

Assumption of duty: As soon as possible
Salary: Remuneration is commensurate with the seniority of the Position.
Closing Date: 14 June 2020
Enquiries: Ms R Maswime- 012 429 2297

- **Applications must be emailed to either Ms R Maswime or Ms Thaver at thaves@unisa.ac,za or maswirf@unisa.ac.za**

- Vacancies can be viewed on **http://www.unisa.ac.za/vacancies**
- **The completed application must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
  - all educational qualifications,
  - academic transcripts/records;
  - identity document; and
  - proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- **UNISA is not obliged to fill an advertised position.**
- **Late, incomplete and incorrect applications will not be considered.**

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

We welcome applications from Persons with Disabilities