

# The African University shaping futures in the service of humanity



...in an environment of outstanding physical and digital infrastructure

Unisa is the largest comprehensive open distance e-learning institution in Africa and the longest standing dedicated distance education university in the world, nurturing aspirant leaders of tomorrow and motivating a future generation through knowledge development, research, community engagement, research and innovation. Unisa offers an unparalleled range of study choices in under-graduate degrees and post-graduate degrees/research. As part of UNISA's commitment to continuous life-long learning, and attention to the constant shifts in industrialization systems and shifts in the knowledge arena, Unisa offers a range of short courses, certificates, and diplomas. In recognition of its innovations in comprehensive open e-learning and distance education, with an equally strong focus on research and innovation, Unisa has won numerous awards, honours and recognition. Unisa has equally produced some of the leading, if not influential alumni in varied sectors of the economy, including at least two Presidents of South Africa.

Unisa is a leading contributor to the South African graduates pool. As the access to education crisis intensifies in South Africa, Unisa has opened its doors to a third of all higher education students in the country as well as students from other African countries and internationally. At the forefront of this, is ODeL – Open Distance e-Learning – the cornerstone of UNISA's unique positioning in the global marketplace – a differentiator like no other, giving accessibility of its programs to the remotest of South Africa's rural communities, as well as to the rest of the world.

In strengthening an already strong team of executives, Academic Partners has been mandated to identify and assess candidates with outstanding 'operations and facilities' experience, to further enhance this team.

## Vice-Principal: Operations and Facilities

Not only is your Master's degree appropriate to a lead role in operations and facilities, but you are also well-equipped to transition and enhance existing physical assets for the on-going rollout of sophisticated technological advances. This includes project-specific planning, development, implementation and management as it would apply to a large and complex institution's infrastructure. You are a recognised professional through a relevant body, and you have a minimum of 10 years' pertinent experience that allows old infrastructure to make way for a new and exciting 4IR future. Your vision is in tandem with UNISA's high emphasis on green and sustainable buildings that are inclusive of universal access. Your experience includes at least 5 years in a senior management role.

### KEY PERFORMANCE AREAS:

**Strategy Development, Implementation and Governance** - Providing input into the University's overall strategy • Providing strategic direction and monitoring the achievement of the Portfolio's strategy aligned to the overall ODeL 2016-2030 strategy • Overseeing the development, implementation and review of the Portfolio's strategy, plans, policies, procedures, practices, processes and systems • Providing strategic direction to the development of the Portfolio's annual performance review as is required by the Department of Higher Education Training (DHET) • Providing strategic leadership in the development and the continuous evaluation of short, medium and long-term strategic financial objectives of the university the Institution • Providing leadership in developing strategies and business models to optimise the opportunities that exist for third stream revenue • Providing strategic leadership in directing and overseeing the Institution's Estates, Print Production, Supply and Distribution and Safety and Security risk-management programme • Providing strategic direction through integrated planning and resource allocation to ensure that the achievement of strategic objectives of UNISA • Reporting on progress against strategic initiatives • Participating in Institutional governance structures • Engaging the UNISA Council Finance, Investment and Estates Committee, as well as the Audit and Enterprise Risk Management Committee around issues, trends, and changes in the Estates, Print and Logistics and safety and security operating model(s) and operational delivery • Overseeing and reporting on legislative and statutory compliance as defined by government and relevant professional bodies • Providing strategic leadership on contract negotiations from an Estates, Print and Logistics and safety and security impact perspective • Establishing efficient workflows and business processes to meet the need of Estates, Print Production, Supply and Distribution and Safety and Security information of multiple internal and external stakeholders • Preparing materials and presenting, as necessary, Estates, Print Production, Supply and Distribution and Safety and Security information to Unisa governance structures or relevant committees.

**Stakeholder Engagement** - Managing the strategic relationships and networks with internal and external stakeholders • Overseeing, monitoring, evaluating operations and reporting to internal and external stakeholders.

**People Management** - Implementing Talent Management throughout the portfolio: **a)** Talent identification and development **b)** Performance management **c)** Succession Planning **d)** Ensuring and ODeL competent workforce • Leading, mentoring and empowering employees within the Portfolio to promote performance, optimal working environment and cost-effective operations • Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and ODeL 2016-2030 Strategy • Embedding sustainability through a green Institution-wide culture • Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process • Ensuring the resourcing of the Portfolio through recruitment and filling of positions to meet the operational requirements of the institution • Promoting the positive employee relations and climate through employee engagement within the Portfolio • Fostering an organisational culture and climate that is ethics and value driven.

**Operational Excellence** - Providing leadership regarding the operations of the Portfolio, which includes: **a)** Print Production, Supply and Distribution **b)** University Estates (Facilities Management) **c)** Protection and Security Services • Providing strategic leadership regarding the effective planning and management of buildings and construction services and projects as well as the maintenance of buildings and all electrical/mechanical services to ensure a safe and acceptable working environment in compliance with national building and occupational health and safety regulations • Providing strategic leadership regarding the effective planning and management of space and parking, conferencing services, the landscaping and maintenance of the grounds, pest control and the management of waste • Providing strategic leadership regarding the infrastructure development, the acquisition and disposal of immovable property, leasing of properties, and the management and maintenance of the buildings, grounds and facilities of the Institution and its campuses and Regional Centres • Steering and overseeing the development of the Campus/Property Master Plan and will ensure that the plan is affordable and is aligned with the University's space requirements, business needs and long term strategic objectives • Providing strategic leadership through the provision of innovative, professional and technically competent support services • Providing strategic leadership to ensure effective planning and scheduling, and the timely design, production and despatch of all study materials and institutional materials adhering to quality and other specifications agreed upon • Providing strategic direction regarding the effective planning and rendering of protection services inclusive of physical security, campus control, occupational health and safety compliance, emergency planning and preparedness, fire safety investigations and technological/electronic security aids • Providing strategic leadership pertaining to the safety and security in line with legislation including the Occupational and Health and Safety Act, Environmental Management Act, Municipal by-laws dealing with Fire prevention, Disaster Management Act and the Criminal Procedure Act • Ensuring the physical security and safety of the corporate and regional facilities, property and equipment, and the employees of and visitors to the Institution • Formulating strategy cost implications that are linked to Institutional budgeting processes • Coordinating and driving preparation of the Portfolio's budget for Institutional approval (including funding budgets and Initiative budgets) • Directing and overseeing the funding of Portfolio operations and budgeted activities • Overseeing and monitoring portfolio expenditure within budgeted parameters and reporting on variances periodically • Providing leadership regarding the compilation and management of the budget for the Portfolio.

**Academic Excellence** - Ensuring that the Infrastructure Masterplan, provision of study material and safety and security support the provision of teaching, learning, research and student support for an ODeL environment • Facilitate the speedy provision of resources to expedite the implementation of the ODeL Business Model.

If this profile resonates with you, our Head of Assessments, Genevieve Michel would be keen to commence a discussion with you and walk you through this outstanding opportunity. In the first instance, please provide her with a letter of motivation along with your Curriculum Vitae to [opsvp@talenting.co.za](mailto:opsvp@talenting.co.za) before the closing date of **26 September 2021**.

For further information please visit: <https://www.unisa.ac.za/vacancies> or <https://www.executivetalenting.co.za/job/ap962-vice-principal-operations-and-facilities>

All applications will be treated as strictly confidential. We correspond with all our candidates.

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