

PORTFOLIO: OPERATIONS AND FACILITIES

DEPARTMENT: FACILITIES

POSITION: EXECUTIVE DIRECTOR: UNIVERSITY ESTATES

FIVE (5) YEAR CONTRACT

(REF: EDUE/OF/GRM/08-2023)

University of South Africa (UNISA) is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open Distance and e-Learning (CODeL+) Institution offering a variety of academic and career - focused programmes, UNISA is inviting applications for the position of **Executive Director: University Estates P3**.

Purpose of the Position

To lead the overall operations, develop strategies and policies to deliver design, plan, implementation, construction and maintenance of the organisation facilities and properties.

DUTIES AND RESPONSIBILITIES

- Overseeing the department function within a broader corporate function.
- Planning, and allocating the capital, equipment and operating budget to support current operations and long-term facility plans.
- Ensuring the reliability of all buildings, mechanical, electrical, life/fire safety, plumbing and waste management systems.
- Reviews and negotiates contract terms and conditions for contractors selected for facility projects and delivery of services.
- Establishing building operations policies, procedures and service standards to comply with all legislation and regulations.
- Managing the function's resources sustainably in accordance with financial principles
- Promoting sound institutional governance and participating in Institutional governance structures
- Ensuring and monitoring that all staff in the department are orientated to the organization, trained, skilled, retained and that their expertise are optimally applied
- Directing implementation of the human resource policies, procedures and practices in conjunction with the Department Human Resource
- Providing leadership regarding all operations of the Department, which include:
 - The effective and efficient provisioning Property Management Services
 - The effective and efficient provisioning Project Management Services
 - The effective and efficient provisioning Maintenance Services
 - The effective and efficient provisioning Facilities Support Services
 - The effective and efficient provisioning Environmental Services and Safety, Environment, Health, and Quality (SHEQ).
- Leadership and overseeing the day-to-day Facilities Management Operations, systems support and service offerings.
- Ensuring effective management of contracts and services providers in line with agreed Service Level Agreements and/or contracts.
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Requirements

Qualification

- Master's degree and professional registration within the built environment.

Experience

- Minimum of 10 years' relevant experience in large multi-disciplinary projects and facilities with 5 years in a middle management role

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the seniority of the of the Position

Closing Date: 06 April 2023

Enquiries: Mr. Enias Chingwe – 082 045 0264/011 047 0090 application can be forwarded by email to: enias@skillplace.co.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

We welcome applications from persons with disabilities.

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