

JOB DESCRIPTION

- REFERENCE NUMBER:** AP1114
- JOB TITLE:** Director: Properties and Services
(5 Year – Fixed Term)
- LOCATION:** Eastern Cape: All campuses of the university
- BACKGROUND TO POSITION:** The **University of Fort Hare** since its foundation has been a beacon of excellence and hope, a lodestar for national and continental regeneration. For that reason, its new Strategic Plan, *Towards a Decade of Renewal, 2022-2026* is critical in steering the future of our iconic institution. *A Decade of Renewal, Be a part of it!*

Reporting to the Executive Director Infrastructure and Technology, the **Director Properties and Services** will:

- Lead & direct the institution's infrastructure (both internal & external built environments) in support of the institutional goals, comprising of both the management of new infrastructure projects and maintenance strategies for the institution.
- The role scope refers to all infrastructure, inclusive of residences, learning facilities, admin buildings, recreational & sports facilities, transport services, project management, security, revenue generating units and gardens & grounds of the institution.
- Manage the Occupational Health & Safety function for the institution, as well as contracts for cleaning & sanitization.

KEY PERFORMANCE AREAS:

KPA 1) Govern & Direct Properties & Services Directorate

- Play a key role in shaping the overall strategic direction of the institution.
- Govern the implementation of policies & strategies agreed by Council / Senate.
- Promote the institution's reputational profile through networks & partnerships.
- Provide oversight, leadership & guidance to units under area of responsibility.
- Play a key role in executive/governance committees.
- Direct leadership resources as per structure.
- Monitor achievement of the unit's strategic

JOB DESCRIPTION

plan achievement.

KPA 2) Medium to Long-term Conceptualisation & Visioning

- Formulate & review strategy aligned with vision & mission.
- Approve implementation of structures, resources & systems.
- Collaborate with senior stakeholders in strategy design.
- Conduct regular strategic alignment reviews.
- Provide regular feedback to senior stakeholders on plan implementation.

KPA 3) Strategic Financial Business Planning & Budgeting

- Conduct long-term financial projections & planning.
- Lead resource management processes.
- Lead strategic cost management processes.
- Allocate & re-allocate funds & resources based on portfolio need & requirements.
- Approve financial strategies in conjunction with senior stakeholders.
- Obtain approval for annual budgets from the executive committee.
- Exercise prudent budgetary control.
- Approve large payments, asset procurement & services.
- Report on financial & budgetary objectives/plans.

KPA 4) Organisational Leadership Management

- Plan leadership talent, succession and development based on strategy.
- Strategise preventative & mitigation strategies for anticipated talent risks.
- Recruit, select & appoint a leadership team based on the approved Resource Plan.
- Build & direct the leadership team within the portfolio structure.
- Manage performance management aligned with the Performance Management System.
- Direct talent competence, skills & performance levels aligned with strategy.
- Submit succession & development plan progress reports to senior leadership.

JOB DESCRIPTION

KPA 5) Strategic Relationship Development

- Participate in key institutional policy and decision-making bodies.
- Develop & foster partnerships with local & international academic institutions.
- Engage with industry / government stakeholders aligned with business area.
- Participate in related industry forums.

KPA 6) Infrastructure / Built Environment & Maintenance Management

- Commission expert advice as input into infrastructure strategies & plans.
- Approve a best practice property data base that meets Condition Assessment & Space Audit requirements.
- Align infrastructure goals with institutional strategies.
- Remain abreast of built environment legislation.
- Plan annual maintenance work for the institution.
- Collaborate with internal stakeholders in the execution of maintenance plans.
- Investigate & integrate new build environment technologies to enhance efficient & effective management of infrastructure related projects.
- Direct the management of property and related assets.
- Prepare expenditure reports for submission to Department (DHET).
- Lead & direct the general maintenance of all facilities including the grounds.
- Propose a consolidated planned maintenance strategy & programme to senior leadership.
- Obtain feedback from internal stakeholders on service quality.
- Manage & monitor the execution of new infrastructure projects & spend.
- Monitor the effectiveness of Maintenance Plans (both long & short term).
- Monitor and ensure that Space Audits take place & legislated requirements are met.
- Monitor data integrity of HEMIS system regarding property data.
- Monitor strict site Health & Safety rules for protection of staff/students.

JOB DESCRIPTION

- Monitor scrapping/disposal of equipment/assets according to policy/procedure.
- Check that legislated reports (Space Audits) are delivered on time.
- Monitor building condition & general facilities quality / cleanliness.
- Compile reports on outstanding maintenance work & work completed.
- Report on infrastructure service metrics.
- Propose & obtain approval for new maintenance strategies.

KPA 7) Infrastructure Project Management for Large Capital Projects

- Remain abreast with large scale infrastructure development priorities.
- Remain abreast of and apply best practice project management principles.
- Plan effective procurement of built environment professionals & service providers.
- Sign-off key deliverables in conjunction with governance committee(s).
- Direct the implementation of infrastructure projects by service providers.
- Foster sound, ethical relationships with professionals & service providers.
- Analyse & interpret project reports provided by contracted service providers.
- Enforce waste management & site rehabilitation practices.
- Monitor deadlines and/ or project plan milestone compliance.
- Remove barriers to progress by making or obtaining decisions timeously.
- Provide independent project progress reports (including budgets).

KPA 8) Environment, Grounds & Estate Management

- Align strategic plans with the institution's strategic environmental & sustainability goals.
- Align strategic plans with the institution's strategic quality of academic & administration spaces & student life goals
- Plan the strategy for maintaining & sustaining Environment & Grounds.

JOB DESCRIPTION

- Approve environmental changes to accommodate physically challenged individuals.
- Approve plans for the maintenance of Environment, Grounds & Estate.
- Propose new environment & grounds projects & gains approval.
- Recommend the appointment of Environment, Grounds & Estate maintenance service providers.
- Monitor compliance requirements in relation to environment / facilities, ground & estate.
- Report on the achievement of goals & project progress.

KPA 9) Transportation Services Management

- Align strategic plans with the institution's strategic transportation related goals.
- Plan strategy for transportation services.
- Propose improvements & obtain approval thereof.
- Plan strategies for improving transportation efficiencies.
- Investigate & integrate new transport models and management technologies to enhance efficient & effective provision of transport services.
- Lead & direct the transportation roll-out plan.
- Monitor compliance requirements in relation to transportation services.
- Report on goal achievement & project progress.

KPA 10) Security Services Management

- Align strategic plans with the institution's strategic security & safety goals.
- Plan strategy for maintaining & sustaining the Security Services.
- Investigate & integrate new security technologies to enhance the efficient & effective management of security systems .
- Lead & direct the security management plan.
- Remain abreast of security industry legislation.
- Monitor compliance requirements in relation to the safety & security services.
- Report on goal achievement & project progress.

JOB DESCRIPTION

KPA 11) Revenue Generating Services Management

- Align strategic plans with the institution's strategic Revenue Generating Goals.
- Plan strategy for expanding & improving the Revenue Generating Units.
- Lead & direct the Revenue Generating Units in implementing processes.
- Monitor compliance requirements in relation to Revenue Generating Units standards.
- Report on the achievement of goals & project progress.

INHERENT CRITERIA:

Minimum Qualification(s)

- A Master's degree in Built Environment (either Civil or Structural Engineering)
- PrEng.
- Occupational Certification: a recognized Project Management, Professional Construction Project Manager or Project Management Professional Certificate.
- Professional Registration or Licence with Engineering Council of SA (ECSA), Project Management SA (PMSA), Project Management Institute (PMI), South African Council for the Project and Construction Management Professions (SACPCMP).

Minimum Experience

- A minimum of 10 years' experience in the Built Environment.
- 5 years in a managerial capacity, leading a team of professionals.
- Proven project management track record in the Built Environment.
- Built Environment Maintenance experience.
- Experience in a higher education context is an added advantage.
- A thorough understanding of the management of property assets.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- A completed UFH Job Application Form.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates

JOB DESCRIPTION

and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.

To apply please forward your application quoting reference number **AP1114** to Genevieve Michel c/o carmen1114@talenting.co.za



University of Fort Hare
Together in Excellence

APPLICATION FORM

1. BIOGRAPHICAL INFORMATION

Title:	Surname:		
	Full Names:		
ID / Passport Number			
Tel Home:	Work:	Cell:	Email:

2. PARTICULARS OF POST APPLIED FOR

Position Name:	Reference Number:
Department:	Rank:

3. EMPLOYMENT EQUITY INFORMATION (This information is required to enable the University to comply with the requirements of the Employment Equity Act, Act 55 of 1998)

Race:	African	White	Coloured	Indian
Gender:	Female		Male	
Are you a South African citizen? <i>If you are not a citizen by birth, please indicate the date you acquired your citizenship.</i>	Yes		No (please provide further details as to your current nationality status)	
Are you a person living with a disability?	Yes (please provide further details)		No	

3. QUALIFICATIONS

Qualification	Institution	Year of Completion

4. RELEVANT OCCUPATIONAL EXPERIENCE

Employer	Position	From		To	
		Month	Year	Month	Year

5. PROFESSIONAL REGISTRATION(S)

(i.e. HPCSA, Public Accountants’ and Auditors’ Board, SA Council for Natural Scientists, C.A., Notary. C.I.S., NRF Rating)

CATEGORY OF REGISTRATION	REGISTERING BODY	DATE OF REGISTRATION

6. REFERENCES

NAME	OCCUPATION	EMAIL ADDRESS	PHONE

7. RELEVANT PUBLICATION(S)

Indicate (in the appropriate block) the number of each of the following categories of academic publications and presentations of which you are author or co-author.

PUBLICATION	NUMBER
A. Books	
B. Book Chapters	
C. Publications in Accredited Scientific Journals	
D. Local Conference Presentations	
E. International Conference Presentations	
F. Other Publications, reports and contributions	

8.DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

I hereby accept that only shortlisted candidates will be contacted, and that the University also reserves the right not to make an appointment.

Name:

Signature:.....

Date: