



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

BUILT ENVIRONMENT

INTERNAL ADVERT

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research, and community engagement. SMU is situated in Ga- Rankuwa (North of Pretoria) and the following position(s) is/are currently available.

Deputy Director: Infrastructure Planning and Development (1 Post)

Ref: 91/2022/RM//P6

The incumbent will be responsible for implementation and operational management of the infrastructure planning and project management services at Sefako Makgatho Health Sciences University (SMU), as well as for the planning, management, coordination and construction of capital improvement and major replacement and renewal projects, particularly those funded by the Department of Higher Education & Training (DHET) through earmarked grants. The incumbent reports solidly to the Director: Built Environment and works with the Deputy Director: Development Grants only in relation to compilation and coordination of DHET reports and compliance with DHET requirements. The incumbent will furthermore meet the requirements and be responsible for the key performance areas listed below.

REQUIREMENTS

- A relevant Diploma or Degree in the Built Environment, Civil Engineering, Facilities Management
- A formal qualification in project management will be an added advantage
- Registration with a relevant professional council in the Built Environment as a professional or candidate
- At least five (5) years' experience in the Built Environment
- Three (3) years' experience in Project Management

COMPETENCIES

- Technical/professional knowledge and skill
- Good interpersonal, verbal and written communication skills
- Ability to work within a team
- Ability to organize and plan own work
- Attention to detail with the ability to maintain a high level of accuracy
- A flexible, pro-active approach to work, including the ability to prioritize
- Ability to work on own initiative and with minimum supervision
- Ability to deal with sensitive information with discretion and to maintain confidentiality

- Ability to use technology associated with infrastructure planning, development and reporting
- Advanced skills in MS Office suite, particularly MS Projects

KEY PERFORMANCE AREAS

- Support the Directorate in developing long-term planning in relation to campus development in line with the implementation needs of the capital programme of the University
- Drive the implementation of the University's Infrastructure Plan, which establishes strategic spatial development principles and support flexible growth into the future
- Facilitate the utilization of the Infrastructure Efficiency Grant (IEG) for the planning and provision of appropriate and equipped infrastructure, to provide for the teaching and research requirements and associated student housing infrastructure to achieve SMU's strategic goals
- Support the Directorate in planning, implementation, and reporting on the IEG and coordinate the life cycle of grants as well as submission of any new requests
- Develop systems for tracking grant deliverables to support the monitoring, evaluation and measuring of goals and objectives associated with the IEG, meeting deadlines and engaging staff from across the University in relation to the management of the IEG
- Work with the Finance Department to prepare for internal and external audits as required and subject to the requirements of DHET
- Actively improve institutional culture
- Any other duties assigned by the Director: Built Environment and/or Chief Operating Officer

Closing date: 21 November 2022

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr TR Moletsane**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment4@smu.ac.za

The applications may also be posted OR hand delivered to:

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-4774.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.