



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY OFFICE OF THE DEPUTY VICE-CHACELLOR: OPERATIONS

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below.

The University wishes to invite applications for the following **five-year contract** position.

DIRECTOR: BUILT ENVIRONMENT (1 Post) (5-year contract appointment)

REF: 33/2025/RM/P4

The University is looking for an energetic professional for the position of Director: Built Environment (BE) to manage the University's infrastructure (both internal and external built environments) in support of its goals, which compromises both the management of new infrastructure projects and maintenance strategies for the University. In addition, he/she will manage the Occupational Health and Safety function for the institution, as well as employees and contracts for cleaning, sanitization and gardening services.

The incumbent will be responsible for, *inter alia*, infrastructure, inclusive of residences, learning facilities, admin buildings, recreational and sports facilities, and the garden and grounds of the University. He / She will report to the Deputy Vice-Chancellor (Operations) and must meet the requirements, competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Degree in the BE fields, thus, Architecture, Eng; Civil, Mechanical, Electrical, Structural Engineering or Quantity Surveying
- Six (6) years' experience of leadership in managerial capacity, leading a team
- Ten (10) years minimum experience in the Built Environment post degree qualification
- A Post Graduate Degree will be an added advantage, i.e., MSC CPM, MBA etc.
- Proven experience in restructuring and building a winning team.
- Registration as PrEng, PrCPM, PrQS, professional
- Proven experience in infrastructure and construction environs
- Experience in environment maintenance
- Proven experience in managing infrastructure budgets
- A thorough understanding of the management of property assets
- Membership with a relevant industry body such as Engineering Council of SA (ECSA); Project Management Institute (RMI); South African Council for the Project and Construction Management Professions (SACPCMP), SACAP, SAQSP will be an added advantage
- ICT proficiency in MS-Suite to support work order management and monitoring planning

systems

- Five years' experience in a Higher Education (University) context is a distinct advantage and is highly recommended.

COMPETENCIES

- Technical/ professional knowledge and skill
- Strategic leadership, decision making and problem solving
- Above average communication skills (written and spoken) and solid report writing
- Strong interpersonal relations, collaboration, and teamwork
- Strong stakeholder management
- Personal impact, stature, integrity and credibility
- Ability to work independently and under pressure with tight deadlines
- Results oriented
- Can be counted on to get the job done
- High work ethic and standards
- The ability to understand negative consequences and threats and to manage decisions/business processes to negate/minimise risk
- Negotiation: bargain successfully by using the ability to assimilate information and to evaluate possibilities against a background of sound knowledge of the landscape
- Action orientated and ability to implement and manage change
- Ability to Manage diverse teams; an impeccable administrator
- Client service orientation
- Change management.

DUTIES

- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project, program and facilities management methodology
- Create and execute project work plans and revise as appropriate to meet changing needs and requirements
- Identify resources needed and assign individual responsibilities
- Oversee the day-to-day operational aspects of a projects and scope
- Apply methodology and enforce project standards to minimise risk on projects
- Report project progress to Chief Operations Officer
- Manage project budget and resources
- Provide inputs to other professionals with tender administration
- Liaise and interact with service providers, client and management
- Contribute to the human resources and related activities
- Maintain the record management system and the projects library
- Utilise resources allocated effectively
- Keep up with new technologies and procedures
- Research/literature on new developments on project, program and facilities management methodologies
- Liaise with relevant bodies/councils on project management.

KEY PERFORMANCE AREAS

- ***Infrastructure Maintenance Management***
 - Stays abreast with the built environment legislation to support strategy development and execution
 - Aligns infrastructure goals with institutional strategies and plans
 - Leads the Infrastructure Maintenance Strategy and Plan, scoping a current plan, a 5-

- year plan and a 10-year plan for maintenance
 - Obtains feedback from internal stakeholders on infrastructure service levels and quality
 - Puts a measurement system in place either through an automated work order system or other mechanism for the measurement of maintenance work (whether insourced or outsourced)
 - Arranges for pest control services
 - Collaborates with internal stakeholders in the execution of the maintenance plan, and continuously checks the effectiveness and quality of work execution
 - Puts a best practice property database in place to meet Space Audit requirements
 - Manages property and related assets
- ***Infrastructure Project Liaison for Large Capital Projects***
 - Stay abreast with large scale infrastructure development priorities at the institution
 - Stays abreast of and applies best practice project management principles
 - Plans the effective procurement of built environment professional, contractors, and supplies
 - Plays an active management role in implementation of infrastructure projects by contracts
 - Collaborates closely with Finance in approving creditors payments, and fosters sound and ethical relationships with professional contractors and suppliers
 - Writing concept documents, briefs and plans in relation to the Built Environment
 - Build strong stakeholder relations and partnerships to support the infrastructure and maintenance projects, and to collaborate with on resistance issues and strategies
- ***Environment and Grounds Management***
 - Aligns tactical operational plans with the institution's strategic environmental and greening; and quality of student life goals
 - Collaborates with landscaping, horticultural, and environmental professionals
 - Collaborates with internal stakeholders in environmental changes to accommodate physical challenged individuals
 - Collaborates with internal stakeholders on requirements for recreational areas and sports facilities
 - Manages the maintenance of fencing and institutional entrances
 - Applies water saving techniques
 - Manages the allocation of approved parking areas
- ***Safety Health and Environment (SHE) Management***
 - Must remain abreast of SHE legislation to ensure compliance, promote safety standards and maintain the SHE policy
 - Commissions regular SHE audits to determine risk
 - Drafts tactical SHE plans and gains approval
 - Addresses key SHE issues in maintenance planning
 - Maintains and coordinates the emergency response programme
 - Initiates accident investigations, and compiles and submits OSHA accident reports
 - Initiates safety awareness campaigns for staff and students, and sends regular briefs and communication
- ***Generic management***
 - Generic management responsibilities such as people management (including performance management), budget/asset/financial management and health and safety management;

- Stays abreast of related governance and statutory requirements, and ensures compliance, including the compilation of statutory reports
- Identifies risks and puts in place mitigation plans, including resolving problems with external suppliers/vendors/contractors
- Contributes subject matter expertise in institutional strategic planning
- Strong monitoring, evaluation and working of student issues, with emphasis on resolution
- Perform duties as the employer may from time to time assign
- Actively contributes to a healthy SMU culture of impeccable ethics, sound governance and accountability

Closing date: 20 March 2025

Applications from Employment Agencies will not be considered.

Typed applications (quoting the reference number) which should contain documents mentioned below should be forwarded, for the attention of **Mr R Moletsane**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 by e-mail at hr.recruitment1@smu.ac.za

Documentation required for application:

- A full curriculum vitae; as well as;
- An abbreviated (no more than two pages) curriculum vitae;
- A self-evaluation by the applicant of his/her suitability for appointment;
- The applicant's vision for the portfolio;
- The names and contact details of at least three referees (provided that the University reserves the right to appoint and consult its own referees); and
- An indication in writing by the candidate that he/she accepts the applicable Appointment Regulation and Procedure of the University.

All shortlisted candidates may be required to submit themselves to a competency assessment.

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.

Enquiries regarding conditions of service: Tel: (012) 521-4433; Email: reginald.moletsane@smu.ac.za

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

Correspondence will be limited to short-listed candidates only. Applications 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.