



**UNIVERSITY OF
ZULULAND**

**The University of Zululand subscribes to the principles embedded in the
Employment Equity Act**

**PHYSICAL PLANNING AND OPERATIONS
DIRECTOR
GRADE 5**

REFERENCE NUMBER: GM01/03/2018

The purpose of this position is to lead the planning, management and maintenance of infrastructure, facilities and operations, contributing to the creation and maintenance of a conducive learning and working environment.

KEY PERFORMANCE AREAS

- Operational Planning
- Resource Planning & Utilisation
- Space & Venue Management
- Project & Contract Management
- Relationship Management
- Budget Management
- Staff Management

MINIMUM REQUIREMENTS

- Minimum B Degree in Engineering or Built environment (Civil, Electrical or Mechanical, Architecture or Quantity Surveying)
- Eight (8) to ten (10) years management experience in a built-environment, facilities management or engineering, preferably in a Higher Education environment
- Registration with an Engineering Institute an advantage

OTHER REQUIREMENTS

Skills

- Communication
- Interpersonal
- Planning
- Time Management
- Leadership
- People Management

Knowledge

- Project Management Principles
- Strategic Management
- Contract Management
- Technical (building methods, maintenance, civil and structural, mechanical, electrical)
- Construction Safety, National Building Regulations, OSH Act
- Financial Management Principles

Behaviours

- Customer Focused
- Results Oriented
- Deadline Driven
- Independent
- Reliable
- Work Under Pressure

CLOSING DATE: 25 March 2018

All applications must include the following which are critical in evaluating applicants received: (a) A Self - Evaluation by the applicant of his/her ability for the appointment; (b) an application form; (c) A detailed Curriculum Vitae; (d) Certified copies of all academic qualifications, ID; and (e) Names and contact details of at least three contactable work related referees (one must be a current or recent superior).

For the application form, please log on to the University website and click on vacancies (<http://www.unizulu.ac.za/vacancies>). To apply for these positions,

please email the application form and the required documentation to Mrs NP Matikinca, matikincan@unizulu.ac.za , by no later than 12h00 on the closing date stated above.

No hand delivered or postal applications will be accepted. The University reserves the right not to make an appointment.