

The University of KwaZulu-Natal is committed to Employment Equity

REGISTRAR'S DIVISION

**DIRECTOR
INFRASTRUCTURE PLANNING AND PROJECTS
(5 YEAR CONTRACT)**

(PEROMNES GRADE 5)

REFERENCE NUMBER: CMS03/2014

The incumbent will provide strategic leadership and operational management of the infrastructure development and related projects across all five campuses of UKZN. S/he will report to the Registrar and will work closely with the Director of Campus Management Services. S/he will be responsible for the planning, management, coordination and construction of capital improvement and major replacement & renewal projects including those co-funded by the University and DHET. The incumbent will be required to provide a professional construction project management service for the university and ensure effective financial planning, control and reporting. The incumbent will also be expected to develop and maintain a campus master plan.

The scale, complexity and number of projects requires a highly skilled, experienced and competent individual with high order leadership, planning and management skills to fill this challenging position.

Minimum requirements:

- A tertiary qualification in the built environment or allied disciplines equivalent to at least a Bachelors degree.
- Ten or more years' relevant and recent post-qualification experience in the management of large-scale infrastructure development projects in a facilities management, construction or other relevant environment including financial control and reporting. At least five of these must have been at a senior level as the overall responsible project manager.
- Proven experience in and knowledge of
 - Project management, including proficiency in planning, co-ordinating, monitoring and directing several large projects on multiple sites concurrently;
 - Contracts management, including contractual and service level agreements
 - Project finance, including the control of large project budgets and associated reporting requirements;
 - Policies and procedures related to procurement and tender management;
 - Relevant statutes and legislation including National Building Regulations; Contract Law (JBCC, NEC); energy and environmental management policies and Occupational Health and Safety requirements

Skills and attributes:

- Strong leadership skills
- Good people management and inter-personal skills.
- Proficiency in Microsoft Office programmes, notably Word, Excel and Project
- Good written and oral communication skills;
- The ability to operate independently and be responsible and accountable for performance and delivery.

Advantages:

- A post-graduate qualification in project management, management or administration
- The ability to communicate in isiZulu

(In addition to the normal submission requirements)

Applicants are required to submit a verifiable track record of completed projects they have managed in the past five years together with the approximate project value and the role they played.

This appointment will be on the 1 January 2012 conditions of service.

General Information:

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr SA Moodley, 031 260 3378 or e-mail: moodleys60@ukzn.ac.za

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. The closing date for receipt of applications is 21 March 2014. Completed forms must be sent to Recruitment-support1@ukzn.ac.za . The advert reference number **MUST** be clearly stated in the subject line.