

JOB DESCRIPTION

REFERENCE NUMBER:	AP1058
JOB TITLE:	Director: Programme Management – Properties and Services (Permanent)
LOCATION:	Cape Town
BACKGROUND TO POSITION:	The Department of Properties & Services is seeking a highly motivated person to take up the position of Director: Programme Management in the Programme Management team. P&S, among other diverse areas of campus management, is responsible for campus planning, infrastructure development and space management. This includes identifying, planning, and presenting the University's future infrastructure requirements within affordable limits and for space management. The successful candidate will assist the Executive Director: Properties & Services to effectively utilize professional skills and knowledge to co-ordinate the project management, implementation and progress reporting of all major and minor capital works across the University's campuses according to industry-standard quality, programme and budget.
KEY PERFORMANCE AREAS:	• Manage the project management and co-ordination of all capital works. • Load all projects into a project management database i.e. IWMS. • Co-ordinate the timely architectural and engineering project inputs. • Monitor progress and cash-flows of all projects regularly. • Populate, maintain, and update project dashboard for review by Executive Director/ Department of Higher Education and Training. • Manage the workload and resources within the department for efficient project implementation. • Present project status reports to various university committees and user groups.

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INHERENT CRITERIA:

- A NQF 8 level qualification, i.e., Degree in the built environment and a postgraduate qualification in Project or Programme Management.
- Current Professional Registration as a Project Manager or similar approved national or international project management professional body and in good standing.
- At least 8-10 (eight to ten) years' recent and relevant Programme Management experience, this should include construction management and project management experience.
- At least 5 years' experience in leading high performing teams at a Senior Management level.
- Experience in major infrastructure project monitoring and reporting.
- Experience in the preparation, monitoring, interpretation, and presentation of project dashboards.
- Experience in the understanding, interpretation, and preparation of planned expenses against actual project programme and cashflows.
- Extensive knowledge of all building and engineering services and how they integrate.
- Proficiency in Microsoft Excel, Word, PowerPoint, and Microsoft Projects at an intermediate level and other.
- Possess a high level of honesty and integrity in managing budgets.
- Strong leadership and management skills.
- Good knowledge of budgeting and resource allocation procedures.
- A friendly disposition coupled with sound interpersonal and communication skills (verbal and written).
- Ability to communicate project information to committees clearly and confidently.
- The ability to multi-task, work in a team or on an individual basis with minimum supervision.
- The ability to cope in a highly stressful environment.

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Advantageous

- Prior experience in the tertiary education-built environment.
- Experience working with a Heritage site.
- Conversant with Integrated Workplace Management Systems (e.g. Tririga, Planon, Archibus or similar).

APPLICATION REQUIREMENTS:

- A cover letter that speaks to the specific requirements of the position.
- UCT Application Form.
- A comprehensive CV.
- A one paged executive summary.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **AP1058** to Genevieve Michel c/o director@talenting.co.za