

JOB DESCRIPTION

REFERENCE NUMBER: AP1109

JOB TITLE: Executive Director: Infrastructure and Technology
(5 Year – Fixed Term)

LOCATION: Alice

BACKGROUND TO POSITION: The **University of Fort Hare** since its foundation has been a beacon of excellence and hope, a lodestar for national and continental regeneration. For that reason, its new Strategic Plan, *Towards a Decade of Renewal, 2022-2026* is critical in steering the future of this iconic institution. *A Decade of Renewal, Be a part of it!*

This senior strategic leadership post is accountable to lead and direct the strategy implementation of two support directorates i.e. Properties & Services and Information & Communications Technology for the following:

Properties and Services

- Governance of the built environment for the institution, inclusive of grounds and boundaries, conservation areas and heritage sites.
- Governance of cost-effective and efficient maintenance strategies for living and learning.

ICT

- A primary focus on the governance of transformation to digitised platforms & tools for Teaching & Learning, Research, Administration and Operations.
- Monitoring the delivery of ICT value propositions to the institution on an ongoing basis and proposing corrective actions for cost effectiveness, efficiency and sustainability in alignment with institutional goals and strategies.
- Monitoring an overall fit-for-purpose ICT service provision to the institution.

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KEY PERFORMANCE AREAS:

KPA 1) Govern & Direct the Infrastructure & Technology Executive Portfolio

- Play a key role in shaping the overall strategic direction of the institution.
- Govern the implementation of policies and strategies agreed by Council / Senate.
- Promote the institution's reputational profile through networks and partnerships.
- Provide oversight, leadership and guidance to units under the area of responsibility.
- Play a key role in executive/governance committees.
- Direct leadership resources as per structure.
- Monitor the achievement of the unit's strategic plan.

KPA 2) Institutional ICT Strategic Planning

- Formulate and review the ICT strategy in alignment with UFH's strategic plan.
- Approve implementation of structures, resources and systems.
- Collaborate with senior stakeholders in strategy design.
- Conduct regular strategic alignment reviews.
- Provide regular feedback to senior stakeholders on implementation of the plan.

KPA 3) Strategic Financial Business Planning & Budgeting

- Conduct long-term financial projections & planning.
- Allocate & re-allocate funds and resources based on portfolio need and requirements.
- Approve financial strategies in conjunction with senior stakeholders.
- Obtain approval for annual budgets from governance committees.
- Exercise prudent budgetary control.
- Approve large payments, asset procurement and services.
- Monitor cash flow management.
- Report on financial and budgetary objectives/plans.

KPA 4) Organisational Leadership Management

- Plan leadership talent, succession and development based on strategy.
- Direct preventative and mitigation strategies

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for anticipated talent risks.

- Recruit, select and appoint a leadership team based on the approved Resource Plan.
- Build and direct the leadership team in portfolio structure.
- Manage performance aligned with the Performance Management System.
- Direct talent competence, skills and performance levels aligned with the strategy.
- Submit the succession and development plan progress reports to senior leadership.

KPA 5) Strategic Relationship Development

- Participate in key institutional policy and decision-making bodies.
- Engage with industry/government stakeholders aligned with business area.
- Participate in related industry forums.

KPA 6) Institutional Properties and Services Governance

- Accountable for plans and strategies for the institution's physical infrastructure.
- Accountable for the build environment (buildings, residences, grounds and boundaries) and related projects.
- Govern service levels of maintenance.
- Accountable for the institution's regulatory and safety compliance to Occupational Health & Safety Act and related compliance requirements.
- Conceptualise physical infrastructure project roll-out through strong stakeholder and user engagement.
- Develop partnerships for generation of new infrastructure through external stakeholder engagement and resource mobilisation.
- Accountable for high value infrastructure project implementation.
- Monitor and track performance and compliance of infrastructure regulatory and policy requirements.
- Accountable for resources management and long-term institutional sustainability strategies i.e. financial & environmental.
- Present related reports to the Executive and Governance Committee of the institution for decision making.

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KPA 7) Institutional ICT Governance

- Conceptualise and direct the ICT and digital transformation.
- Remain abreast of ICT related legislation, developments and best practices.
- Govern and approve ICT and digital transformation plans, resources and budgets.
- Be accountable for institutional ICT and digital transformation strategy and programme implementation.
- Be accountable for large scale ICT and digital transformation procurement requirements and processes.
- Govern strategic ICT and digital transformation stakeholder engagement management.
- Govern compliance to cyber security and regulatory requirements.
- Promote the adoption of emerging technologies to enhance operational efficiencies.
- Be accountable for implementation of ICT continuity & redundancy strategies.
- Monitor & evaluate the impact of ICT & digital transformation initiatives & programmes.
- Present related reports to the Executive & Governance Committee of the institution for decision making.

INHERENT CRITERIA:

Minimum Qualification(s)

- A Master's degree or equivalent in a related technical field e.g., Built Environment (either Civil or Structural Engineering), ICT, recognized Project Management Certification.
- A Doctoral degree may be an added advantage.
- At least one affiliation with a Professional body such as: Engineering Council of SA (ECSA), South African Council for the Project and Construction Management Professions (SACPCMP), Project Management Institute SA (PMI), Project Management Professional or other ICT related professional body.

Minimum Experience

- A minimum of 12 years' experience with 10 years proven record in the Built Environment and/or Digital Technologies and 5 years'

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experience at senior/general/executive management level.

- Recognised Project Management experience.
- Extensive knowledge of the following:
 - a) Built Environment
 - b) Infrastructure Maintenance Management;
 - c) Infrastructure Project Liaison;
 - d) Environment and Grounds Management;
 - e) SHE Management (for the institution);
 - f) Sanitation Management;
 - g) Institutional Safety, Health, Environment Policy compliance (own structure compliance).
- Sound knowledge of the following ICT strategies:
 - a) Sound knowledge of 4IR technologies;
 - b) Sound knowledge of ERP systems;
 - c) Sustainability Management Principles;
 - d) Project Management principles.

APPLICATION REQUIREMENTS:

- A letter of motivation outlining how you meet the requirements.
- A comprehensive CV.
- An abridged CV.
- A completed UFH Job Application Form. Click on the link below to download:
<https://www.executivetalenting.co.za/wp-content/uploads/UFH-JOB-APPLICATION-FORM-1.pdf>
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.

To apply please forward your application quoting reference number **AP1109** to Genevieve Michel c/o shireen1109@talenting.co.za

The University reserves the right NOT to make an appointment at this stage. University of Fort Hare is an equal opportunity and affirmative action employer. Pursuant to complying with the Employment Equity Act No.55 of 1998, when appointing preference will be given to applicants from designated groups whose appointments will contribute towards achievement of equitable demographic representation of our workforce profile.

Incomplete applications will not be considered!