

## **JOB DESCRIPTION**

**REFERENCE NUMBER:** AP1140

**JOB TITLE:** Campus Director (5 Year Fixed – Term)

**LOCATION:** uMthatha

**BACKGROUND TO POSITION:** The **Director of Campus Operations** is responsible for the strategic planning, management, and oversight of non-academic support services at the university campus namely: facilities, maintenance, student services, safety and more. The incumbent is responsible to ensure efficient operations, maintain a safe and compliant environment, and manage budgets and resources.

**KEY PERFORMANCE AREAS:**

**KPA 1) Strategy alignment and execution**

- Actively support the Executive Managers in the management of the Campus support services.
- Develop and implement strategic plans for campus operations.
- Coordinate and guide the following portfolios:
  - Overseeing the effective management of Campus operations, administration and facilities,
  - Promoting transformation and quality assurance.

**KPA 2) Policy implementation, corporate governance**

- Oversee policy implementation.
- Assist the Rector to constitute an effective two-way interface between core academic and operational functions.
- Foster an open and participatory internal governance through the committee system.

**KPA 3) Operations management**

- Oversee daily operations, ensuring smooth functioning of facilities, services and activities.
- Provision of campus maintenance and security.
- Stakeholder Communication.
- Campus Financial Management.
- Student Academic Administration.
- Student Affairs.

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### **KPA 4) Quality Assurance, Governance and Risk management**

- Implement the quality assurance system to meet both internally set standards and requirements of relevant external bodies.
- Risk management.
- Ensure policy implementation.

### **KPA 5) Integrated Administration systems and Compliance**

- Ensure compliance with all relevant regulations, policies and procedures.
- Promoting innovation within operations and general administration across the Campus.
- Promote integrated administration and process management that supports the attainment of the WSU mission, vision, values and strategic priorities.

### **KPA 6) Resource management: people**

- Manage staff including directors and deputy directors in the Campus.
- Play a support role in the recruitment of staff within support sectors.
- Leave management.

### **KPA 7) Resource management: budget and finance**

- Prepare and report on:
  - Campus operational budget management,
  - Manage and control budgets for various departments and services.

### **KPA 8) Monitoring, evaluation and reporting**

- Develop relevant reports as and when required.
- Research and implement best practices.
- Communicate and consult with relevant stakeholders.

### **KPA 9) Facilities Management and Health and Safety management**

- Oversee maintenance, upkeep, and improvements to campus buildings and grounds.
- Responsible for Section 16 (2) responsibilities assigned by OHS Act.
- Implement and maintain security plans,

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emergency response protocols, and safety training for staff and students.

### INHERENT CRITERIA:

#### Minimum Qualification(s)

- An appropriate Masters degree.
- A Doctoral degree will be an added advantage.

#### Minimum Experience

- A minimum of 5 years' management experience in higher education, operations management or related field.
- Ability to operate at corporate level and in partnerships with other members of the Executive Management.
- Has a demonstrated track record of managing a complex portfolio, running a unit of reasonable size.
- Strong leadership, management and communication skills.
- Understands the operations and affairs of a university environment.
- Understands institutional cultural transformation and organizational alignment.
- Can think strategically and operationalise this into plans and projects.
- Can plan and manage budgets.

### APPLICATION REQUIREMENTS:

- A letter of motivation outlining how you meet the requirements.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- WSU application form
- 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 **AP1140** to Genevieve Michel c/o [carmen@talenting.co.za](mailto:carmen@talenting.co.za)

***"WSU is committed to employment equity and persons with disabilities are encouraged to apply"***