

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Real Estate Management

Post: Facilities and Maintenance Manager X2 (Ref: M182) (Ref: M183)

Minimum Requirements:

- NQF Level 7 qualification in Relevant field of specialization OR Built Environment OR Engineering OR related field.
- Able to register with Relevant Professional Qualification.
- At least five years' experience in a specialist's environment.
- Technical knowledge
- Project management knowledge
- Negotiating Skills.
- Knowledge of the operations of a university, or organization with similar needs and constraints, and its environment. Strong planning, organizing, and delivering ability.
- Strong interpersonal and communication skills and the ability to work.
- Strong team abilities.
- Competent time management skills

Summary of Duties:

- Inspecting, assessing, and assigning to approved work and services to service providers, ensure that service providers/contracts /internal staff execute work correctly, timely and according to the required standards or service levels.
- Implement, utilize, and update electronic system to plan and execute work procedures (Planned or Scheduled maintenance programs).
- Managing of the Work packages or work orders throughout all the statuses and project/contract phases. Emergency work management and scheduling of the work and informing all stakeholders.
- Manages work quality in accordance with policies, procedures, and legal requirements.
- Defines risk response control to enable the pro-active management of the identified risks.
- Oversees work execution undertaken to ensure the desired results are achieved, the most efficient resources are utilised, and the different interests involved are satisfied.
- Conducts quality assurance in accordance with set schedules to ensure that the deliverables adhere to set standards.
- Assists and advises relevant internal stakeholders, and teams to the best use DUT resources and approaches.
- Undertakes other duties or manage certain projects which may arise or as may be delegated from time to time.
- Prepares and submits reports/statistics of work undertaken reports to various structures as required, in accordance with the reporting schedule.
- Track and report work deliverables and performance management of contractors. Keep records and report, providing a real-time, comprehensive, and prioritized view of all work objectives.
- Prepares the monthly consolidated management report on operational and running cost.
- Maintain good communication with all stakeholders, develop and create the process of engaging with all stakeholder and feedback process (staff, students, and Service Providers)
- Provide and plan work for service contractors to have access to areas where work needs to be carried out.
- Engage stakeholders and create awareness procedures (to inform occupants or users in advance if access is required in advance to perform work).
- Identify the deliverables in accordance with a formulated project plan to determine the resource requirements in terms of availability and competence.
- Select staff and allocate to the identified areas of responsibility.
- Inform staff of the expected roles and responsibilities to ensure that all involved staff understand their part in the project.
- Plan and execute project team development to ensure the highest possible level of synergy and team performance.
- Analyses the HR plan, determine the relevant deliverables and set performance targets for own team in the department.
- Ensures the implementation of learning and development programmes for staff, including personal development plans.
- Creates and maintains a climate conducive for team performance to enable the team to deliver on set targets.
- Monitors and measures the department performance in accordance with the metrics agreed upon in the performance agreements and corporate balance score card.
- Initiates pro-active and corrective actions as required to ensure service delivery.
- Complete management actions within the required time frames.
- Coach direct reports by compiling and providing clear feedback on work performance and provides constructive suggestions to improve performance.
- Monitors and evaluate the impact of own direct reports development interventions on performance.

Salary: Market related

Contact Person: Miss. BZ Ngcobo
Email Address: HCSRecruitment@dut.ac.za
Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV**, **copies of ID, qualifications** and a **covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 05 May 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.