



DIVISION: DVC Resources and Operations

DEPARTMENT: Operations and Logistics

POST: Director Infrastructure and Facilities

POST N^o: 7977

PEROMNES GRADE: 05

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Direct the maintenance of all facilities and infrastructure on the campus
- Direct Auxiliary Services on campus; printing services and fleet services
- Take charge of all campus committee (infrastructure)
- Facilitate the effective management of all facilities of VUT
- Analyse information and evaluate results to choose the best solution to solve problems
- Oversee implementation of the campus development master plan
- Direct the planning and execution of new capital projects (small and large)
- Set up and effectively manage the operational and capital budgets and process on the campus
- Direct the compilation, updating and maintenance of the campus (physical) asset register
- Advise on the maintenance of all facilities and infrastructure
- Direct space management and space utilization, including space allocation
- Coordinate with Occupational Health and Safety regarding duties as per OHS Act
- Manage own operational staff effectively and efficiently
- Responsible for staff development and training within Operations
- Take part in academic and support activities by liaising with local sections, Executive Deans, Heads of Department, Executive Directors.
- Liaise with Protection Services to ensure effective and efficient services on campus.
- Serve in all VUT academic and support committees which have a bearing on infrastructure and facilities.
- Liaise effectively with internal and external stakeholders to represent VUT.
- Establish and maintain relationships with individual and business customers and provide assistance.
- Ensure effective planning, coordination and monitoring of large events in liaison with event owner, Protection Services, Safety and Occupational Health in respect of facilities.
- Create safe and conducive environment for all VUT internal and external stakeholders on the campus.
- Provide a healthy working environment for both internal and external stakeholders.
- Ensure compliance with relevant legislation (OHS Act, Building Regulations, etc.).
- Ensure compliance with VUT policies and procedures.
- Manage all campus related contracts and ensure compliance of these.

APPLICATION CRITERIA:

Qualification

- Honours degree (Quantity Surveying, Infrastructure Project Management)

Experience:

- Experience in operations and facilities management
- Minimum of 5–7 years in infrastructure development, with at least 3 years in senior or middle management.
- Experience working in a Higher Education environment

- National Treasury Infrastructure Reporting Training and Applications.
- Proven track record in managing infrastructure development and maintenance programmes

Added advantage:

- Registration with ECSA or relevant professional body an added advantage.

Skills:

- Operational leadership and decision-making, financial management, project and contract management, computer literacy (MS Office, project management tools), knowledge of South African infrastructure legislation and frameworks, excellent communication and negotiation skills.

CLOSING DATE FOR APPLICATIONS: 04 July 2025

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za. Only applications made on our application for employment form would be considered.
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID not older than 6 months
5. Current contact information of referees
6. Please email applications to recruitment2@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Pinki Motsoetla HR Practitioner 016 950 6645

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation.

Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. In complying with the Employment Equity Act no 55 of 1998 (as amended) the preference for this position is African, followed by Coloureds and people with disabilities which is in line with Employment Equity Plan and Recruitment policy

Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

