



JOIN NAMIBIA'S PREMIER
TERTIARY INSTITUTION
VACANCY



Director: Estates & Infrastructure Planning

MAIN CAMPUS

5-YEAR CONTRACT POSITION

The University of Namibia is inviting suitably qualified candidates to apply for the vacant position of Director: Estates and Infrastructure Planning. It is a five-year performance-based contract. Estates and Infrastructure Planning is a multi-disciplinary directorate providing a comprehensive estate planning and management service and a range of facilities support services, in order to ensure that the University's land and property assets and related physical resources are capable of supporting the academic and other business of the University, safely, effectively and efficiently. This position is responsible for providing oversight in designing, building, and integrating new solutions as well as the maintenance of existing systems and related infrastructure. Areas of responsibility include providing leadership in initiating and developing capital projects, managing construction, ensuring infrastructure maintenance, developing and innovating safety and security systems, and supporting the Institution's overall sustainability mission. The post holder will report to the Pro-Vice Chancellor: Administration and Finance, stationed at Windhoek Main Campus and will be directly responsible for the line management of Estates and Infrastructure Planning Directorate at the University and its 12 Satellite Campuses.

Job Description:

- Provide strategic direction and oversight of management of the Estates and Infrastructure Planning Directorate and to manage and be accountable for the efficient and effective provision of comprehensive client-centred services for estates planning, management and facility support activities;
- Initiate the development of policies, construction standards and guidelines that direct the selection, development, implementation, and use as well as maintenance of infrastructure/facilities at the university;
- Manage all aspects of the University's estate, its related resources and facilities to provide a physical support environment commensurate with the University's corporate objectives;
- Oversee the implementation and monitoring of all capital, infrastructure and related projects at the University;
- Provide effective leadership and management of environmental health, security & safety matters, for the entire University as a whole;
- Demonstrate sound understanding of the legal and financial aspects of major infrastructure projects and transactions and must have broad experience both in the preparation and control of development programmes, building and engineering projects and in managing facility operations and maintenance services;
- Provide high level strategic planning and organisational skills, including forward planning and forecasting together with the ability to respond appropriately to user demands and expectations;
- Demonstrated ability to apply best practices in project management and timely deliverables, and the ability to prioritize projects and manage resources;
- Ability to build and maintain productive relationships with a wide range of personalities in clients, faculty, students, team members and peers within all levels of the University;
- Demonstrated ability to be forward-thinking and innovative while the challenges of the University, especially its business processes and ambition to embrace new technologies;
- Ability to translate business needs into technical requirements to enable institutional success;
- Excellent critical thinking and problem-solving skills. Ability to evaluate alternatives and drive challenges into solutions.

Requirements:

- A professional Master's degree in Engineering, Building, – Facility Management Quantity Surveying, or Project Management, Surveying or related field;
- At least 5 years of relevant senior management experience in major construction projects management, estate and facility management or in a related field with a demonstrably successful track record;
- An additional Post-Graduate qualification in Project Management will serve as an added advantage;
- Excellent planning and managerial and leadership skills;
- Understanding and knowledge of building and construction codes and regulations;
- Sound knowledge in areas of Estates and Infrastructure management;
- Good working knowledge and understanding of management, laws pertaining to civil and electrical services, maintenance and the development of funding proposals.

For submission of application, or any enquiries:

Submit full curriculum vitae and copies of qualifications to,

Mr Petrus Salomo

Human Capital Practitioner | Email: psalomo@unam.na | Tel: +264 61 206 3066

Applications closing date:

Tuesday, 24 June 2022



The advert reflects the minimum requirements (eligibility criteria) and the University may set additional criteria for shortlisting and selection purposes. Persons with disabilities are encouraged to apply. Only short listed candidates will be contacted. All foreign qualifications should be accompanied by a Namibia Qualifications Authority (NQA) evaluation certificate.