

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: OPERATIONS AND FACILITIES

DEPARTMENT: UNIVERSITY ESTATES

POSITION: DIRECTOR: MAINTENANCE (P4) X1

(5-YEAR FIXED-TERM CONTRACT)

(REF: D:MAINT/UE/OF/AM/2025)

UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODeL+) institution offering a variety of academic and career focused programmes, Unisa is inviting applications for the position of **Director: Maintenance (P4)**.

Purpose for this position.

The purpose of the position is to oversee all aspects of a facility maintenance operations, setting the overall goals, strategies, objectives, managing staff, and collaborations with managers and heads from other departments, meeting or exceeding Occupational Health and Safety requirements.

KEY PERFORMANCE AREAS (KPA's)

Key Performance Area 1: : Leadership and Management

- Setting overall maintenance directorate goals, processes, or procedures to accomplish UNISA's objectives
- Creating an overall vision and strategy for implementing the mechanical, electrical, and plumbing repair and maintenance objectives.
- Developing and implementing policies and procedures for the maintenance directorate.
- Creating processes and procedures regarding how repair and replacement decisions are made, workflow and reporting of completed tasks, and budget and purchasing decisions.
- Overseeing the execution of daily and regular tasks for buildings and machinery in accordance with UNISA's standards and guidelines.
- Overseeing supervisors who are assigned to specific buildings within a complex.
- Overseeing, motivating, and reviewing maintenance supervisors including management of training and professional development.
- Supervising and leading the maintenance team, including technicians and contractors.
- Managing and coordinating maintenance activities, ensuring efficient and effective operations.
- Developing a process for appraisals and performance reviews of staff.
- Developing a process to screen, hire, train and/or terminate staff in accordance with company standards and regulations.
- Maintaining records of repairs, renovations, and scheduled preventative maintenance.

Key Performance Area 2: Maintenance Planning and Execution

- Creating a preventive maintenance system as well as procedures to keep day-to-day operations running smoothly.
- Developing and implementing preventative maintenance programs for all equipment, systems, and facilities.
- Developing and executing maintenance and construction programs.
- Determining the need for emergency repairs, renovations, and other maintenance services.
- Preparing work schedules and requisitions materials, tools, and equipment.
- Inspecting work upon completion to ensure quality and standards are met.

Key Performance Area 3: Budgeting and Financial Management

- Developing and managing the maintenance budget.
- Monitoring expenses and tracking progress on maintenance projects.
- Identifying cost-saving opportunities and implementing strategies to improve efficiency.

Key Performance Area 4: Communication and Collaboration

- Working closely with various departments and stakeholders to identify needs and address issues.
- Collaborating with other department managers on projects and assignments.
- Providing technical information and guidance to management and other departments.
- Communicating effectively with all levels of the organization.

Key Performance Area 5: Safety and Compliance

- Ensures all health, safety, and regulations are followed.
- Ensures that all maintenance activities are conducted in accordance with safety regulations and industry standards.
- Develops and implements emergency response plans for facility-related emergencies.
- Maintains a safe and clean work environment.

Qualifications and Experience

- Minimum of Bachelor Honours Degree/Postgraduate Diploma/ Professional Bachelor's Degree.
- Minimum 10 years of relevant work experience with at least 5 years in a management/supervisory role.
- Registration with ECSA or the SACPCMP.
- Government Certificate of Competency (GCC) will serve as an added advantage.

Knowledge, skills, and abilities

- Have a big-picture mentality that can create a vision and mission for a maintenance team.
- Delegating tasks and responsibilities to maintenance supervisors in an effective, positive, and efficient manner.
- Understanding and following OHS guidelines and other regulations.
- Exhibiting problem solving and team building.

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the position

Closing Date : 23 May 2025

Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence.

Enquiries: **Mr. Godwin Murerwa – 078 111 9007/011 764 1052** application can be forwarded by email to: godwin@skillplace.co.za

Interested candidates should send a completed prescribed application form, a detailed cover letter indicating their suitability for the position, an updated detailed comprehensive Curriculum Vitae, and certified copies of the following documents:

- All educational qualifications;
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.


The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)

UNISA is not obliged to fill an advertised position.

Late, incomplete, and incorrect applications will not be considered.

Recommended candidates might be subjected to competency assessment.

We welcome applications from Persons with Disabilities 

Appointments will be made in accordance with UNISA's Employment Equity Plan and other applicable legislation.