

THE NATIONAL UNIVERSITY OF LESOTHO



VACANCY

The National University of Lesotho invites applications from suitably qualified candidates for the following post:

Post No. 0035

JOB DESCRIPTION

POSITION	Director – Works & Maintenance
DEPARTMENT/SECTION	Campus Services
RESPONSIBLE TO	Vice Chancellor (VC)
Location	National University of Lesotho (Roma)
RESPONSIBLE FOR	
QUALIFICATIONS	<p>EDUCATIONAL BACKGROUND AND EXPERIENCE: Post Graduate Qualification in Civil Engineering, Construction Management, Quantity Surveying, + 5 years working experience in Management</p> <p>OR</p> <p>BSC in Civil Engineering, Construction Management, Property Management, Management or Ten (10) years in property development, or in a higher learning institution and five [5] of which should be in a management/executive position.</p> <p>OTHER NECESSARY KNOWLEDGE AND/OR EXPERTISE</p> <ul style="list-style-type: none">• Governance and Business strategy• Performance (property performance analysis and valuations)• Operations (including maintenance, and facilities management)• Finance (including property finance and investment)• Risk Management (including market,

	<p>operational/regulatory</p> <p>Sustainability (including in site selection, design, construction and occupation</p> <ul style="list-style-type: none"> • Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements • Ability to establish and maintain effective working relationships with peers, superiors, media, private sector, government, and development fiancé institutions • Ability to prepare clear concise reports and make appropriate recommendations within scope of responsibility. • Strong ICT skills
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PURPOSE OF THE JOB

The purpose is to ensure development, maintenance of NUL properties, Roma Campus, Maseru campus and all other places where NUL has properties.

JOB SUMMARY

The incumbent will have the following responsibilities; to develop campus services operational plan, to develop infrastructural project proposals, to execute and terminate projects, to maintain buildings and infrastructure of NUL, to provide municipal services and logistics and manage administration of the department.

MAIN DUTIES

1. To Develop Campus Services Operational plan

- 1.1 To align the departmental job descriptions with NUL Strategic plan
- 1.2 To develop departmental operational plan annually
- 1.3 To assist heads of sections to develop their sectional operational plans
- 1.4 To assess/review sectional heads half yearly
- 1.5 To submit the departmental assessment forms to the office of Vice Chancellor

2. To Develop Project concept

- 2.1 To gather data and identify needs
- 2.2 To establish goals, objectives, basic economics, feasibility, stakeholders, strategy and risk level

- 2.3 To identify alternatives, present proposal, obtain approval for next phase
- 2.4 To develop scope baselines, end product, quality standard, resources and activities
- 2.5 To establish Master plan budget, cash flow, work break down structure
- 2.6 To assess risks and confirm justification
- 2.7 To present project brief and obtain approval to proceed

3. To Execute and Terminate Projects

- 3.1 To provide detailed technical requirement
- 3.2 To establish wage packages
- 3.3 To schedule information control system
- 3.4 To procure goods and services
- 3.5 To direct monitor and control (scope, quality, time and cost)
- 3.6 To finalize project, review and accept
- 3.7 To settle final accounts and transfer products, responsibility , document results
- 3.8 To release and redirect resources
- 3.9 To reassign project team

4. To Maintain buildings and Infrastructure of NUL

- 4.1 Oversee enhancement of the standard of the existing buildings and infrastructure
- 4.2 Always available and active participation in meetings

5. To Provide Municipal Services and logistics

- 5.1 To ensure availability of water supply, metering and disposal of sewage
- 5.2 To ensure electricity supply, monitoring and metering
- 5.3 To ensure upkeep of grounds and collection and disposal of refuse
- 5.4 To provide transport services
- 5.5 To identify and facilitates acquisition of site for the University
- 5.6 To update, transfer of leases and payment of rates

6. To Manage Administration of the Department

- 6.1 To attend meetings as assigned from time to time
- 6.2 To ensure recruitment of qualified staff
- 6.3 Develop and implement departmental budget
- 6.4 To develop scheduled departmental meetings
- 6.5 To act in senior offices as instructed by the authorities
- 6.6 To source funding for Campus Services projects where possible
- 6.7 To participates in NUL projects
- 6.8 To develop departmental training and development plan

- 6.9 To act in senior offices as instructed by the authorities
- 6.10 To source funding for projects where possible
- 6.11 To discipline staff
- 6.12 To arrange for graduation and other special duties

Key Performance Areas(KPA)	Key performance Indicators(KPI)
Develop Campus Services Operational plan	<ul style="list-style-type: none"> Aligned departmental job descriptions with NUL strategic plan Developed departmental operational plan Assessed head of sections Submission of appraisal forms
Developing infrastructural project proposals	<ul style="list-style-type: none"> Identified needs Presented proposals and approval Developed scope baseline Established master plan
Executing and terminating projects	<ul style="list-style-type: none"> Detailed technical requirements Scheduled information control system
Maintaining Buildings and infrastructure of NUL	<ul style="list-style-type: none">
Providing Municipal Services and Logistics	<ul style="list-style-type: none"> Available water supply, metering and disposal of sewage Transport provided Acquisition of sites Identified NUL sites
Managing Administration of the department	<ul style="list-style-type: none"> Attended meetings Qualified staff recruited Developed schedule for departmental meetings

OTHER INFORMATION:

Applicants are to address the stated qualifications, experience and provide other relevant information to assist the University to determine their suitability for the position. They should also quote the vacancy number of the post applied for, provide current CV's (including telephone, telefax and e-mail), contact details of three professional reference from Lead Consultants, Project Managers and Employers (current & Previous) and certified true copies of

educational certificates. Applications should be hand delivered or emailed to the address below on or before the stipulated closing date:

**Director - Human Resources,
National University of Lesotho,
P.O. Roma 180, Lesotho**

Or

emailed to **dhr@nul.ls**

The closing date for receiving applications is: Thursday, 15th March, 2019.

DISCLAIMER: *If you do not receive any response within three months after the closing date, you must consider your application unsuccessful.*