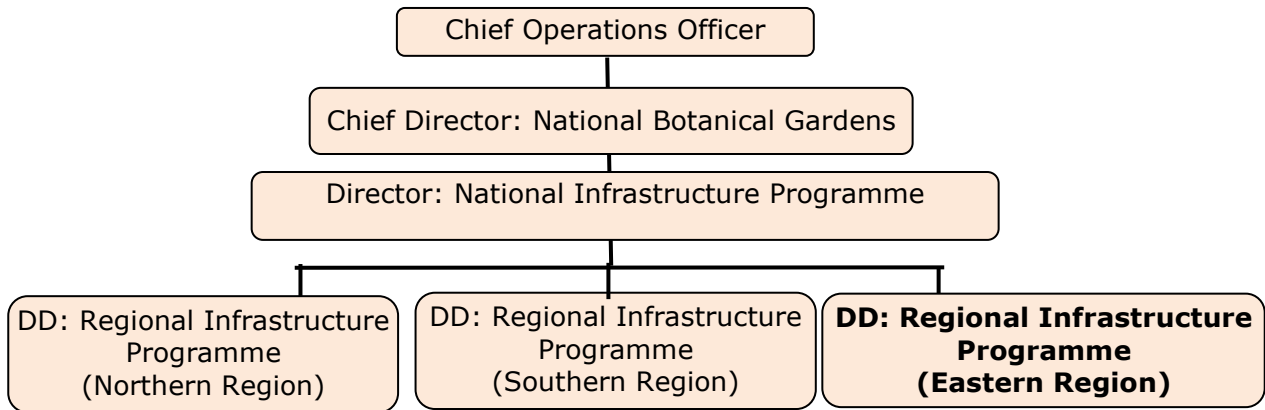


POSITION INFORMATION	
JOB TITLE	Deputy-Director: Regional Infrastructure Programme (Eastern Region)
JOB LEVEL	12
DIRECTORATE/DIVISION	National Botanical Gardens
PROGRAMME STRATEGIC OBJECTIVES	National Botanical Gardens and National Zoological Gardens: Promote the conservation and awareness of South Africa's biodiversity and manage the National Botanical and Zoological Gardens
PHYSICAL LOCATION	KZN National Botanical Garden, Pietermaritzburg
JOB PURPOSE	To manage and coordinate SANBI's national infrastructure programme across various SANBI Campuses of the Eastern Region which includes KwaZulu-Natal National Botanical Garden, KwaZulu-Natal Herbarium and the Kwelera National Botanical Garden.
REPORTS DIRECTLY TO	Director: National Infrastructure Programme

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POSITION INFORMATION		
REPORTING STRUCTURE	 <pre> graph TD COO[Chief Operations Officer] --> CD[Chief Director: National Botanical Gardens] CD --> DI[Director: National Infrastructure Programme] DI --> DD1[DD: Regional Infrastructure Programme (Northern Region)] DI --> DD2[DD: Regional Infrastructure Programme (Southern Region)] DI --> DD3[DD: Regional Infrastructure Programme (Eastern Region)] </pre>	
STAKEHOLDERS	Within Organisation	Employees, SANBI Infrastructure Task team, CD: NBGs, Curators, Estate Managers
	Outside Organisation	Department of Environment, Forestry & Fisheries (DEFF); National Department of Tourism (NDT), SANBI's Panel of Professionals, Professional Service Providers, Contractors, Sub-contractors, Internal Auditor, Auditor General
CUSTOMERS	Within Organisation	SANBI staff and associated divisions
	Outside Organisation	Professional Service Providers
REMUNERATION STRUCTURE	Salary commensurate with qualifications and experience in terms of the MMS Salary structure	

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POSITION INFORMATION						
TYPE OF WORKING HOURS (Mark either YES/NO)	Regular (Usually daytime working)		YES			
	Irregular (Shift/Night-time)		NO			
WORKING HOURS	Normal weekly hours = 40					
	Paid overtime hours = None					
	Arbitrary overtime hours = None					
	Total weekly hours = 40					
MATERIALS & EQUIPMENT USED	Computer with supporting software					
PHYSICAL REQUIREMENTS	TASK SPECIFICATION (Mark either YES/NO or N/A)					
	Work with power machinery	NO	Detailed work (data capture)	YES	Do a lot of standing	NO
	Work in restricted areas	NO	Drive motor vehicles (ground movers)	NO	Do a lot of sitting	YES
	Expected to travel	YES	Exposed to sharp light (flickering)	NO	Work a lot of overtime	YES
	Work in noisy areas	NO	Work with dangerous substances	NO	Entails manual labour	NO
	Do a lot of walking	NO	Work on elevated places	NO	Administrative	YES
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POSITION INFORMATION						
					work	
	Work includes shifts	NO	Work in warm or cold atmosphere	NO	Computer work	YES

MINIMUM REQUIREMENTS	
CURRENT POSITION	
QUALIFICATIONS	A national diploma or degree in Engineering (Civil or Structural), or equivalent qualification with NQF 7.
ADDITIONAL TRAINING	A postgraduate degree in Engineering (Civil or Structural) or equivalent degree at NQF 8 will be an added advantage
MINIMUM EXPERIENCE	8 years' experience in relevant field, 4 years of which should be in first line management, involving practical working experience in infrastructure project management; excellent report-writing skills and experience in working with spreadsheets (MS Excel), as well as experience working with the Construction Industry Development Board (CIDB)

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MINIMUM REQUIREMENTS	
FINANCIAL IMPACT (indicate direct or indirect influence)	• R70 million (direct) • SANBI Infrastructure Programme from the national Department of Environment, Forestry & Fisheries (DEFF) – R20 million per annum (direct) • Gardens Expansion Infrastructure Programme (Kwelera and possibly others) (R10m) (direct) • Other EPIP/EPWP projects involving infrastructural development and awarded to SANBI NBGs in KwaZulu-Natal NBG, KZN Herbarium, Kwelera NBG (R40m) (direct)
OTHER REQUIREMENTS	• Be registered with the Engineering Council of South Africa • Knowledge of the PFMA • Knowledge of National Treasury's Infrastructure Development Management System (IDMS) • Knowledge of infrastructure procurement and associated processes • Experience in construction project management of similar scaled projects • Experience in labour-intensive construction and managing expanded public works programmes • Excellent knowledge and understanding of building materials/tools available in the built environment sector • An understanding of the relevant regulatory processes applicable to the Built Environment sector • A high level of project and financial management experience and expertise • Excellent analytical and conceptual abilities, and report writing skills. • Excellent communication skills

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MINIMUM REQUIREMENTS							
DELEGATED FREEDOM TO ACT (Financial, Supply Chain Management & Human Resources Delegations, approved by SANBI Board, 26/02/2020)	Area	Treasury Regulations	Relevant Act	Power & Authority being delegated	Powers Vested in	Delegated to	
	Procurement of goods and services:	16A.6.1 Special Conditions	Sec 51 (1)(a)(iii)	Procurement of goods and services, either by way of quotations or through a bidding process <u>Goods and Services: R100 001 – R500 000</u> Three written quotations. In consultation with central supplier database: • Use of supplier's data base • Invite at least 3 vendors for written quotations (if 3 quotations cannot be obtained provide reasons) • Apply PPPFA and BBBEE Signing of contracts for payments & receipts Up to R200 000	CFO	DD or equivalent	
		Special Condition	PFMA		CFO	DD	
	Travel Management		PFMA	Local travel	AA	DD or equivalent	
	General Duties	Special Delegations	PFMA Section 55(1)(a)	Records: Maintain records and documentation for each Cost Centre as necessary to meet its operational requirements	AA	DD	

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DETAIL DESCRIPTION OF JOB			
The following section covers the Key Performance Areas and Key activities that the Deputy-Director: Regional Infrastructure Programme (Eastern Region) needs to display in order to support the strategic objectives of the Institution			
Key Performance Area	Weighting	Key Activities	Functional Competencies

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DETAIL DESCRIPTION OF JOB			
The following section covers the Key Performance Areas and Key activities that the Deputy-Director: Regional Infrastructure Programme (Eastern Region) needs to display in order to support the strategic objectives of the Institution			
Key Performance Area	Weighting	Key Activities	Functional Competencies
Ensure effective regional infrastructure programme implementation	30%	• Prepare preliminary scope assessments for the appointment of professionals from SANBI's Panel of Professionals for the design and construction management and administration of construction projects • Draw up scopes of works for the appointment of all professional service providers (PSPs) or contractors related to the SANBI Infrastructure Programme • Participate in and/or facilitate submissions to SANBI's SCM and/or Bid Specification Committee (BSC) and Bid Adjudication Committee (BAC) for all appointments on the programme, depending on the estimated cost of services or construction value • Facilitate kick-off meetings and progress meetings with PSPs and Contractors • Oversee design processes to final approval • Facilitate specifications and/or scopes of work for construction or project implementation • Facilitate the compilation of tender documentation for the appointment of contractors for implementation • Oversee contractual signing and administration including payment invoice approvals/recommendation between contractors and SANBI at a regional level • Keep meticulous and detailed records of programme implementation as it relates to Campuses under their responsibility • Implement risk management and mitigation measures as appropriate • Provide professional technical advice and/or input where emergencies or circumstances warrant such input and where appointments may cause delays to implementation of projects or remedial measures in emergencies • Provide professional technical advice in respect of general infrastructure management practices and lifecycle maintenance • Provide lifecycle infrastructure management advice and solutions towards maintenance and upkeep of SANBI's infrastructure • Provide specialist inputs related to the Built Environment sector, as and when necessary	• Develop Partnerships • Strategy Development • Impact and Influence • Legislation Governance • Corporate Governance
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DETAIL DESCRIPTION OF JOB			
The following section covers the Key Performance Areas and Key activities that the Deputy-Director: Regional Infrastructure Programme (Eastern Region) needs to display in order to support the strategic objectives of the Institution			
Key Performance Area	Weighting	Key Activities	Functional Competencies
Improve workplace health, safety and security	25%	• Ensure compliance to Occupational Health and Safety Act • Ensure compliance to health and safety legislation as it pertains to the construction industry • Improve workplace health, safety risk and security on selected Campuses where infrastructure projects are being managed • Comply with Occupational Health and Safety Act recommendations	• Strategy Development • Impact and Influence • Legislation Governance • Corporate Governance
Foster strategic partnerships with relevant stakeholders	25%	• Build and maintain networks and partnerships within the built environment sector for the benefit of SANBI within the region • Facilitate annual site inspections to SANBI Campuses with relevant SANBI, DEFF and NDT officials linked to the SANBI infrastructure programme • Ensure close working relationships with Divisional Heads, Finance, Supply Chain Management, ICT and Garden Curators • Timeous responses to queries from internal and external stakeholders • Develop partnerships with relevant national, provincial and local authorities around SANBI Campuses	• Develop partnerships • Strategy Development • Impact and Influence • Legislation Governance • Corporate Governance

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DETAIL DESCRIPTION OF JOB			
The following section covers the Key Performance Areas and Key activities that the Deputy-Director: Regional Infrastructure Programme (Eastern Region) needs to display in order to support the strategic objectives of the Institution			
Key Performance Area	Weighting	Key Activities	Functional Competencies
Manage regional infrastructure budgets	20%	• Manage and monitor regional infrastructure budget allocations and expenditure for SANBI • Manage all expenses related to portfolio • Monitor infrastructure budgets related to SANBI Divisional allocations • Coordinate implementation of maintenance projects within the region • Manage garden-based Expanded Public Works Programme-funded infrastructure projects within the region • Oversee professional service providers' contractual administration including receiving and vetting of invoices and recommendation of payments •	• Budget management • Strategy Development • Impact and Influence • Legislation Governance • Corporate Governance

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FUNCTIONAL COMPETENCIES	
The job specific competencies that drive high performance and quality results for a given position. They are often technical or operational in nature. These competencies are underpinned by knowledge, skills, abilities and aptitudes required to fulfil the job tasks, duties and responsibilities	
COMPETENCY	INDICATORS
Strategy Development	• Is aware of, and sensitive to changes in the internal and external business environment • Anticipates the impact of the external environment on the institute • Adopts a long-term, big picture view • Anticipates future consequences and trends • Understands problems from a conceptual level • Displays general knowledge of strategy, policymaking, and the talent value chain • Has a clear understanding of strategic theory and principles, as well as the application to SANBI's context • Encourages and expects others to think "outside the box" and not be limited by existing methods and procedures
Budget Management	• Plans and executes the budget in line with Institutions' priorities • Manages the use of budgeted resources • Ensures adequate records and information are produced, maintained and disseminated to meet decision-making, control, management and reporting purposes
Financial Management	• Sound knowledge and understanding of financial management principles and the instruments used to manage the profitability and sustainability of the business • Plans and executes the budget in line with Institutions' priorities • Manages the use of budgeted resources • Ensures adequate records and information are produced, maintained and disseminated to meet decision-making, control, management and reporting purposes

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FUNCTIONAL COMPETENCIES	
The job specific competencies that drive high performance and quality results for a given position. They are often technical or operational in nature. These competencies are underpinned by knowledge, skills, abilities and aptitudes required to fulfil the job tasks, duties and responsibilities	
COMPETENCY	INDICATORS
Change Management	• Applies change/transformational techniques and strategies which will impact on the entire institution • Ensures a well- thought out communication plan to facilitate the change processes. • Manages resistance to change • Coaches executives and management on planning and communications related to change management • Drives role clarity at the individual and team level • Educates management and key stakeholders on best practices in change management
Project Management	• Researches and collaborates with necessary stakeholders to ensure a clear understanding of the project • Demonstrates awareness of processes and systems to manage projects effectively • Identifies key stakeholders in a project • Coordinate activities and manage related resources according to set timelines • Identifies and analyses environmental influences that might impact on the project • Complies with institute project management protocols and uses a range of tools to effectively manage projects from concept through to completion • Maintains an awareness of potential high-risk practices and situations • Identify and respond to risks and issues as they develop • Prepare and manage project budgets

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FUNCTIONAL COMPETENCIES	
The job specific competencies that drive high performance and quality results for a given position. They are often technical or operational in nature. These competencies are underpinned by knowledge, skills, abilities and aptitudes required to fulfil the job tasks, duties and responsibilities	
COMPETENCY	INDICATORS
Lead Projects	• Understands the dynamics of leadership • Leads the implementation of joint projects involving a team which must include collaborators from outside institutions • Leads the implementation of large multidisciplinary projects involving multiple stakeholders • Leads and implements projects involving several staff from different disciplines and institutions • Facilitates the progress of the team • Coaches and provides objective advice regarding solving problems

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FUNCTIONAL COMPETENCIES	
The job specific competencies that drive high performance and quality results for a given position. They are often technical or operational in nature. These competencies are underpinned by knowledge, skills, abilities and aptitudes required to fulfil the job tasks, duties and responsibilities	
COMPETENCY	INDICATORS
Corporate Governance	• Ensure that the culture of the institution is based on a foundation of sound business ethics • Consider the long-term strategy of the institution as well as the expectations of all the key stakeholders, and in particular consider and care for the interests of employees • Work to maintain excellent relations with both customers and suppliers • Consider the needs of the environment and the local community • Maintain proper compliance with all the applicable legal and regulatory requirements under which the institution is carrying out its activities • Ensure the protecting and building of trust in the institution, its reputation and its legitimacy • Set the tone and lead ethically and effectively • Assume responsibility to protect resources: financial, manufactured, human, social and relational, intellectual and natural capitals (Responsibility in King IV) • Be held accountable for decisions and actions taken (Accountability in King IV) • Ensure decisions are made taking into account the legitimate and reasonable needs, interests and expectations of stakeholders of the institution, in the best interest of the institution (Fairness in King IV) • Act with due care, skill, diligence and in good faith in the best interests of the institution (Transparency in King IV)

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FUNCTIONAL COMPETENCIES	
The job specific competencies that drive high performance and quality results for a given position. They are often technical or operational in nature. These competencies are underpinned by knowledge, skills, abilities and aptitudes required to fulfil the job tasks, duties and responsibilities	
COMPETENCY	INDICATORS
Risk Management	• Knowledge of risk management principles • Knowledge of risk management framework • Knowledge of risk management process: Risk identification, risk analysis, and risk evaluation • Manage the implementation of the risk management plan for regional infrastructure projects • Defines the external and internal parameters that SANBI must consider when they manage risk
Legislation Governance	• Displays sound knowledge of legislative requirements as related to the built environment • Is aware of the responsibilities that must be addressed to enable compliance with legislative requirements • Communicates legislative requirements to the team and to other stakeholders • Implements processes to ensure compliance with legislative requirements • Stays up to date with relevant legislative reviews or developments • Provides advice on requirements and regulations

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FUNCTIONAL COMPETENCIES	
The job specific competencies that drive high performance and quality results for a given position. They are often technical or operational in nature. These competencies are underpinned by knowledge, skills, abilities and aptitudes required to fulfil the job tasks, duties and responsibilities	
COMPETENCY	INDICATORS
Develop Partnerships	• Understands the importance of engagement with others • Knowledge of the important stakeholders/parties within the institution as well as in the external environment • Builds and maintains relationships with partners • Analyses division and own area to identify key relationships that should be initiated • Collaboratively determines the scope and expectations of the partnership so that both areas' needs can be met • Clarifies partnership benefits and potential problems • Monitors and evaluates the partnership process and the attainment of mutual goals

BEHAVIOURAL COMPETENCIES	
Observable and measurable behaviour and attributes that an individual must demonstrate in order to function effectively in a given job or role	
COMPETENCY	DEFINITIONS
Strategic Thinking	Sees the 'big picture', considers future trends and opportunities, sets and develops competitive strategies in line with institutional vision
Systems Thinking	Maintain an understanding of the links between structures, people, events and processes, both internally and externally to the institution

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BEHAVIOURAL COMPETENCIES	
Innovation	The ability to constantly seek opportunities for institutional improvement, generating innovative solutions, trying different/ novel ways to deal with problems and opportunities
Problem Solving	The ability to grasp the core of a problem quickly, to attend to the relevant details when analysing a problem and to determine the possible causes of a problem. It also refers to the ability to consider a wide range of possibilities before making a final decision
Leading Others	The ability to inspire, motivate and empower others to reach institutional goals and to guide others to work towards a desired future state
Building and Maintaining Relationships	The ability to establish, maintain and develop a wide range of contacts and in so doing builds a sound network. Maintains good relationships internally and externally
Social and Cultural Intelligence	The ability to understand his / her social environment optimally and react appropriately for socially successful conduct; the integration of the interpersonal and intrapersonal knowledge (sense of self) resulting in the ability to understand and act wisely in human relations across cultures
Stakeholder Management	Develop, network and build alliances and collaborates across boundaries to build strategic relationships and achieve common goals
Mentoring	Helps others to acquire the awareness, confidence, and resources necessary to fulfil their potential. Asks questions and challenge, while providing guidance, constructive feedback, advise and encouragement. Maintains a genuine interest in facilitating the personal and professional growth of others

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VALUES: UGREAT	
UBUNTU:	• Harnessing, caring, sharing and being at one with all creation
GROWTH:	• Nurturing and empowering teams and individuals to grow and reach their true potential
RESPECT & TOLERANCE:	• Creating open, honest relationships built on trust, mutual respect, dignity and fairness AND valuing and accepting individuals and diversity
EXCELLENCE:	• Providing service excellence through passion and professionalism
ACCOUNTABILITY:	• Taking pride and responsibility in our work and caring for our environment and communities
TOGETHERNESS:	• Through collaboration we change the world

NEXT POSITION	
JOB TITLE	Director: National Infrastructure Programme
JOB PURPOSE	To manage and coordinate SANBI's national infrastructure programme across all SANBI Campuses
JOB LEVEL	13

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JOB PROFILE COMPILED BY

NAME IN PRINT

DESIGNATION

SIGNATURE

DATE

APPROVED BY

NAME IN PRINT

DESIGNATION

SIGNATURE

DATE

ACCEPTED BY INCUMBENT

NAME IN PRINT

DESIGNATION

SIGNATURE

DATE

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