FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT

EBE Induction Booklet

IMAGINE.
CREATE.
SUSTAIN.

www.ebe.uct.ac.za

WELCOME TO EBE

The first week in a new role can be both exciting and overwhelming. As you continue to explore your role and connect with your team, remember that support is always available - whether through your manager, colleagues, or the resources provided to help you succeed. This induction booklet provides important information to assist you with your induction process.

Contents

ABOUT UCT

Founded in 1829, UCT has a proud tradition of academic excellence and effecting social change and development through its pioneering scholarship, faculty and students. It is also renowned for its striking beauty, with its campus located at the foot of Table Mountain's Devil's Peak, with panoramic views of much of Cape Town.
UCT is very similar to the city of Cape Town: it has a vibrant, cosmopolitan community. It is a cultural melting pot where each person contributes their unique blend of knowledge and thinking. Our staff and students come from over 100 countries in Africa and the rest of the world. The university has also built links, partnerships and exchange agreements with leading African and international institutions that further enrich the academic, social and cultural diversity of our campus.

This heritage characterises the experience of studying at UCT, where our students are introduced to a life of leadership and service through social engagement. They also have the opportunity to hone their leadership skills by participating in the over 100 clubs and societies on campus, as well as in student governance.
As a university we are committed to producing graduates who are not only well-educated, but also mindful of the responsibilities of democratic citizenship. This is important as higher education in general has a duty to develop an educated and thoughtful citizenry, which is a critical element of a successful democracy. This is the basis upon which UCT makes its most profound contribution to the development and transformation of our society.
Universities have the unique opportunity to influence the future of our society by educating and shaping the future leaders of the country - both in business and government. Our reputation as a leading research and teaching university is also embodied by the quality of our alumni, many of whom continue to make outstanding contributions to society.
Visit the University's 2030 Vision website to find out more about a community journey towards a new vision for the University of Cape Town.

Visit the UCT website.

UCT Management

UCT's Leadership Lekgotla

UCT's Leadership Lekgotla is responsible for the leadership of the university as a whole, including the implementation of the strategic goals, the university's overall financial health, the institution's academic standing, as well as transformation and social justice interventions. The senior management team comprises 23 positions, including the vice-chancellor, three deputy vice chancellors, the chief operating officer, the registrar, seven deans and eight executive directors.

Vice-Chancellor

Professor Mosa Moshabela
Vice-Chancellor & Principal

Executive

Professor Brandon Collier-Reed
Deputy Vice-Chancellor: Teaching and Learning

Professor Jeff Murugan
Acting Deputy Vice-Chancellor: Research and Internationalisation

Professor Elelwani Ramugondo
Deputy Vice-Chancellor: Transformation, Student Affairs and Social Responsiveness

Associate Professor Kathy Idensohn
Interim Registrar

Mr Vincent Mohau Motholo
Chief Financial Officer

Mr Richard van Huyssteen
Acting Chief Operating Officer

Deans

Associate Professor Kasturi Behari-Leak
Dean: Centre for Higher Education Development

Professor Danwood Chirwa
Dean: Faculty of Law

Dr Catherine Duggan
Director: Graduate School of Business

Professor Suki Goodman
Dean: Faculty of Commerce

Associate Professor Lionel Green-Thompson
Dean: Faculty of Health Sciences

Professor Shose Kessi
Dean: Faculty of Humanities

Professor Aubrey Mainza
Dean: Faculty of Engineering & the Built Environment

Professor Hussein Suleman
Dean: Faculty of Science

Executive directors

Ms Sarah Archer
Executive Director: Development and Alumni

Mr Pura Mgolombane
Executive Director: Student Affairs

Ms Juliet Mhango
Executive Director: Human Resources

Ms Libo Msengana-Bam
Executive Director: Communication and Marketing

Dr Linda Mtwisha
Executive Director: Research

Mr Mughtar Parker
Executive Director: Properties and Services

Ms Ujala Satgoor
Executive Director: University Libraries

Mr Richard van Huyssteen
Executive Director: Information and Communication

Welcome to the Faculty of Engineering & the Built Environment

At the Faculty of Engineering & the Built Environment (EBE), our strength lies in our people. The dedicated staff and students who shape the future through innovation, care, and collaboration. I am inspired by the faculty and energised by the opportunity to lead us into a new chapter of growth and transformation.

We are committed to promoting an environment where staff and students feel valued, supported, and empowered to lead in teaching, research and innovation, and administration. Equally, we are focused on creating a faculty culture where students are encouraged to succeed academically, socially, and personally, with access to safe spaces, mentorship, life coaching, and holistic support systems.

As we embrace an exciting period of change, our focus will be on innovation, sustainability, and inclusivity. We aim to strengthen research and teaching through interdisciplinary collaboration, digital innovation, and deeper partnerships with industry and communities, both locally and across the continent to maintain the excellence delivery we are known for. We will continue to integrate discovery-based learning, emerging technologies, and smart learning environments into our academic programmes, ensuring that our students are equipped with the skills, values, and mindset to address real-world challenges.

EBE is a space to imagine, create, and sustain. I look forward to working with our faculty community to strengthen that vision, uphold our values, and drive transformation that benefits our university.

Professor Aubrey Mainza
Dean: Faculty of Engineering & Built Environment

EBE Vision 2050

9 GOALS FOR THE VISION

1 We are caring and collaborative. We focus on excellence, innovation and sustainability.

2 Our teaching and learning is skills focussed and fundamentals driven.

3 Our curricula are inclusive and responsive to local and global challenges.

4 We offer customised learning and AI-driven solutions.

5 We are experts and leaders. We integrate research and teaching in strategic and relevant areas.

6 We have spaces and resources for creative thinking.

7 We have digital equality and seamless connectivity.

8 We have streamlined, efficient administration systems.

9 We are connected.

VISION STATEMENT

- EBE is a caring and collaborative faculty. We focus on excellence, innovation and sustainability.

- We are creative, connected, inclusive, and future-fit.

- Our students and staff are experts and leaders.

- We have customised spaces, resources and support for our vision.

A special thank you to our EBE Future Dreamers Group for conceptualising EBE Vision 2050.

- Kyle Abrahams - Chemical Engineering
- Sampath Amarasinghe Danapathi Ara – Electrical Engineering
- Sherry Bremner – Chemical Engineering
- Sherlyn Gabriel – Mechanical Engineering
- Thobani Gambu – Chemical Engineering
- Obakeng Jona - Chemical Engineering
- Malibongwe Manono - Chemical Engineering
- Thato Mile – Civil Engineering
- Siphiwe Mphuthi – Architecture, Planning and Geomatics
- Amanda Mtya – Construction, Economics and Management
- Liz Musvoto – Construction, Economics and Management
- Obiora Nnene – Civil Engineering
- Justin Pead – Electrical Engineering
- Moreblessings Shoko – Architecture, Planning and Geomatics

Thank you to Dr. Craig Wing, who facilitated the group and played a key role in helping formulate the thoughts towards Vision 2050.

Vision 2050 was conceptualised using the following methods and tools to facilitate its development:
- Eisenhower Matrix (developed by Dwight D. Eisenhower) for prioritization
- Empathy Map (developed by Dave Gray) for understanding stakeholder needs
- Business Model Canvas (developed by Alexander Osterwalder and Yves Pigneur) for strategic planning
- 3 Horizons Model (developed by Bill Sharpe) for long-term visioning

Faculty Executive

Professor Aubrey Mainza

Dean

✉ Dean.ebe@uct.ac.za

A/Professor Malibongwe Manono

Deputy Dean: Undergraduate Studies

✉ malibongwe.manono@uct.ac.za

Professor Jochen Petersen

Deputy Dean: Postgraduate Studies

✉ jochen.petersen@uct.ac.za

A/Professor Corrinne Shaw

Deputy Dean
Transformation and Social Responsiveness

✉ corrinne.shaw@uct.ac.za

Faculty Executive

Professor Paul Barendse

Deputy Dean
Research and Strategic Initiatives

✉ paul.barendse@uct.ac.za

A/Professor Chris Von Klemperer

Assistant Dean: Curriculum Review

✉ chris.vonklemperer@uct.ac.za

A/Professor Alta Steenkamp

Head of School
Architecture, Planning and Geomatics

✉ alta.steenkamp@uct.ac.za

Professor Niyi Isafiade

Head of Department
Chemical Engineering

✉ niyi.isafiade@uct.ac.za

Faculty Executive

Professor Mark Zuidgeest

Head of Department
Civil Engineering

✉ mark.zuidgeest@uct.ac.za

Professor Manya Mooya

Head of Department
Construction Economics and Management

✉ manya.mooya@uct.ac.za

Professor Azeem Khan

Head of Department
Electrical Engineering

✉ azeem.khan@uct.ac.za

Professor Tunde Bello-Ochende

Head of Department
Mechanical Engineering

✉ tunde.bello-ochende@uct.ac.za

Faculty Executive

Mr Lefa Legalamitlwa
Faculty Manager

✉ lefa.legalamitlwa@uct.ac.za

Mr Shu'aib Kriel
Faculty Finance Manager

✉ shuaib.kriel@uct.ac.za

Ms Nurunisa Hendricks

HR Business Partner

✉ nurunisa.hendricks@uct.ac.za

Ms Rayaanah Savahl
HR Business Partner

✉ rayaanah.savahl@uct.ac.za

Faculty Executive

Mr Justin Marthinus

Communication and Marketing Manager

 justin.marthinus@uct.ac.za

Dr Daniel Ramotsoela

Chair: Transformation Committee

 daniel.ramotsoela@uct.ac.za

Ms Mel Scheepers

Senior Operations Administrator

 mel.scheepers@uct.ac.za

The Faculty and Dean's Office

The Faculty Office is made up of various sections:

Dean
The Dean heads up the faculty and is responsible for the overall well-being of the faculty. The Dean is supported by four Deputy Deans whose portfolios include postgraduate studies, undergraduate studies, transformation and social responsiveness, and Research and Strategic Initiatives. The Heads of Departments report to the Dean and the Dean reports to the Deputy Vice-Chancellor whose portfolio is responsible for teaching and learning.

The Undergraduate and Postgraduate administration is responsible for:

- Students' academic admissions.
- Faculty governance including degree rules, policies, prizes.
- Updating and producing the annual Faculty handbook.
- Administering all senior Faculty committees and
- Generating all student statistics

Staff members work closely with the University's Admissions Office, Student Financial Aid Office, and all the faculty's departments.

Faculty Human Resource (HR)
The Faculty HR team serves as the primary point of contact for all HR-related matters within the Faculty . The HR Business Partner (HRBP) provides guidance, coaching, and support to both staff and management. They address queries and requests directly where possible or escalate matters to the relevant Centre of Excellence when necessary.

Faculty Finance
The Faculty Finance section services all the departments in the faculty and is responsible for:

- The faculty's financial reporting.
- Drawing up and submitting the faculty's annual budget
- Purchase orders

Staff members offer advice to departments on all financial matters.

The Faculty and Dean's Office

Communication and Marketing
The staff member is responsible for providing creative managerial and strategic support to ensure delivery of the communication, and marketing objectives of the faculty. He/she offers support and advice to departments on the development of marketing material, web sites, and marketing communication strategies.

Wellness Manager
The staff member offers a psychological support service to EBE students. Any EBE student in need can make an appointment with the Wellness Manager. The Wellness Manager also assists with the development of a mentoring system in each department.

Continuing Professional Development
The staff member is responsible for short courses, symposia and conferences. These provide ongoing education of engineers and other technical staff outside of the formal academic courses offered at UCT for degree purposes.
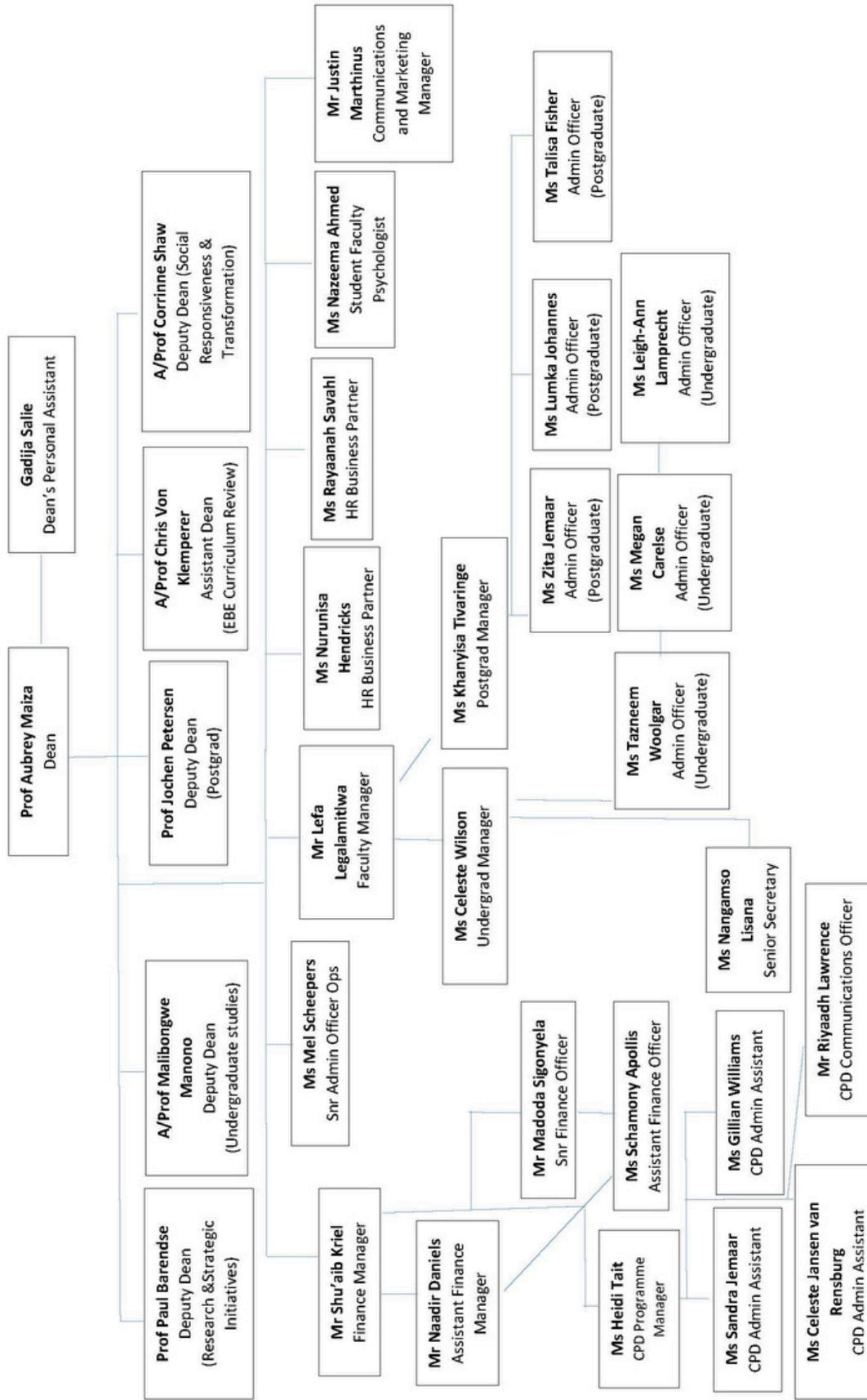
Operations
The Operations (OPS) portfolio coordinates annual and midyear IT installations, manages maintenance escalations, and oversees the faculty's central information repository for OPS. It also supports OHSE functions and liaises with internal and external stakeholders to ensure efficient operational delivery.

Faculty and Dean's office organogram

FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT
DEAN and FACULTY OFFICE ORGANOGRAM

Prof Aubrey Maiza
Dean

Gadija Salie
Dean's Personal Assistant

A/Prof Corrinne Shaw
Deputy Dean (Social Responsiveness & Transformation)

Mr Justin Marthinus
Communications and Marketing Manager

A/Prof Chris Von Klemperer
Assistant Dean (EBE Curriculum Review)

Ms Nazeema Ahmed
Student Faculty Psychologist

Ms Talisa Fisher
Admin Officer (Postgraduate)

Prof Jochen Petersen
Deputy Dean (Postgrad)

Ms Rayaanah Savahl
HR Business Partner

Ms Lumka Johannes
Admin Officer (Postgraduate)

Ms Leigh-Ann Lamprecht
Admin Officer (Undergraduate)

Ms Nurunisa Hendricks
HR Business Partner

Ms Zita Jemaar
Admin Officer (Postgraduate)

Ms Megan Carelse
Admin Officer (Undergraduate)

Ms Khanyisa Tivaringe
Postgrad Manager

Mr Lefa Legalamitlwa
Faculty Manager

Ms Taizneem Woolgar
Admin Officer (Undergraduate)

A/Prof Malibongwe Manono
Deputy Dean (Undergraduate studies)

Ms Mel Scheepers
Snr Admin Officer Ops

Ms Celeste Wilson
Undergrad Manager

Ms Nangamso Lisana
Senior Secretary

Mr Riyaadh Lawrence
CPD Communications Officer

Prof Paul Barendse
Deputy Dean (Research &Strategic Initiatives)

Mr Shu'aib Kriel
Finance Manager

Mr Madoda Sigonyela
Snr Finance Officer

Ms Schamony Apollis
Assistant Finance Officer

Ms Gillian Williams
CPD Admin Assistant

Mr Naadir Daniels
Assistant Finance Manager

Ms Heidi Tait
CPD Programme Manager

Ms Sandra Jemaar
CPD Admin Assistant

Ms Celeste Jansen van Rensburg
CPD Admin Assistant

HR Resource Guide

Information on the Human Resources Department can be found on their website: http://hr.uct.ac.za

UCT Admin forms can be found at http://forms.uct.ac.za

General Information for PASS and Academic Staff:

http://www.hr.uct.ac.za/hr/service/pass/general

a .Principle benefit plans

b. Hours of work

c. Absenteeism

d. Leave

e. Equipment and clothing

f. .Injury on duty

g. Overtime policy and guidelines

h. Scientific and Technical Officers

i. Private work

j. Research work conducted by PASS staff

k. Resignation and retirement

l. UCT smoking policy

m. UCT Policy Addressing Bullying

n. Staff learning and development

Leave policy and leave types can found at: https://hr.uct.ac.za/conditions-service-professional-administrative-support-staff-pass-leave/leave-policy-effect-01012017

Development Dialogue

PASS Staff

The Development Dialogue (DD) is the agreed system for performance contracting, management and development at UCT for permanent professional, administrative and support services (PASS) staff in PC01 to PC12, and for senior staff in PC13(5) to PC13(1).

While not a policy requirement, this system should also be used for staff on fixed term contracts. This will ensure the fair and equitable treatment and reward of all PASS staff.

The Development Dialogues and Development Forums resource guide gives staff members, line managers and Development Forum members a step-by-step guide to conducting Development Dialogues and Forums.

This guide breaks the system down into a 7-step process and documents the preparation needed, meetings, timelines and deadline dates. It also provides a number of supporting documents as annexures.

The steps in this guide correspond with the steps on the HR210 form, which is the form used to record and document Development Dialogues.

Simplified quick-reference guides are also available in English, isiXhosa and Afrikaans.

Regular, ongoing, informal mid-cycle reviews also need to take place.
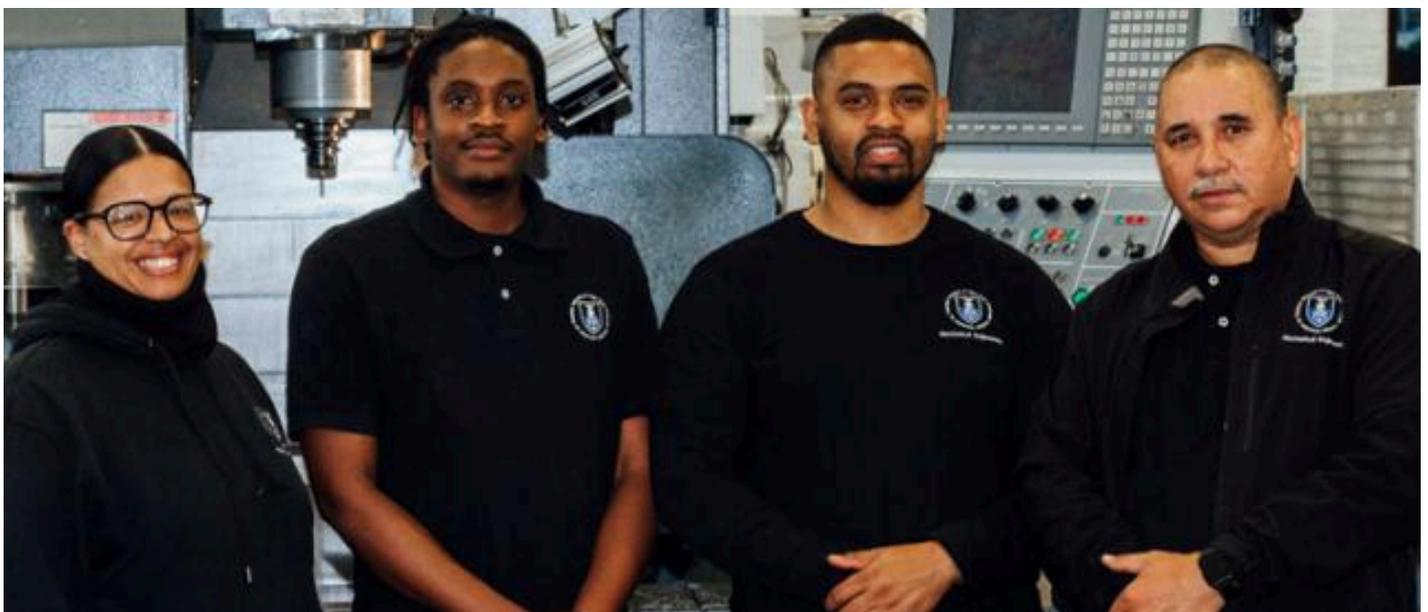
Ad Hominem promotion
Scientific & Technical staff

The Scientific and Technical Officers at the University of Cape Town provide an invaluable service to the university that spans a wide range of specialist activities. In recognition that each post is somewhat unique in its specialist requirements and to enable upward career mobility the university offers the opportunity for ad hominem promotion to this group of PASS staff. Performance management, career development and retention strategies are managed through this process.

The basis for deciding on promotion performance is captured in a performance standards document, which:

- Differentiates the separate roles of the Scientific Officer (SO) and the Technical Officer (TO) in supporting teaching and/or research and/or management at the University;
- Distinguishes the performance indicators or outputs appropriate for each rank / level.
- The jobs catalogues can be used as a further resource to help both applicants and the committee distinguish between different ranks. This can be found here.

The performance standards document enables the following:
- The candidate's representation of their performance as befits the core functions of their position;
- Objective evaluation of a candidate's performance level by the Promotions Committee, and assessment of whether it complies with an incremental standard;
- Referees' motivations of a candidate's performance against standardised indicators / outputs for a particular rank.

Ad Hominem promotion
Academic staff

Eligibility for Ad Hominem promotion

1. Eligibility for Ad Hominem promotion

   1.1.1. If a staff member is on university conditions of service (PE), he/she must have been confirmed in his/her appointment before applying for promotion. Should a staff member on probation be clearly performing very well, at any point, a Head of Department may make a case for early confirmation of appointment. This must have the support of the Dean and the Deputy Vice-Chancellor responsible for academic matters. The proposal must be based on achievements of SASP (Standard Academic Salary Package) criteria obtained after the appointment of the staff member.

   1.1.2. Joint staff on Western Cape Government conditions of service
   If a person is on the conditions of service of a health authority, on a joint Western Cape Government establishment (in addition to 1.1.), he/she must:
   - be on the permanent staff if a South African citizen
   - be held against a permanent post if not a South African citizen.

For details on the review of ad hominem promotions process and the Ad Hominem promotions: Faculty procedures visit: https://hr.uct.ac.za/performance-promotion-promotion/academic-staff-promotion.

Employee Wellness Programme

Lyra wellbeing

The Lyra wellbeing (formerly ICAS) programme is a confidential work / life resource / benefit provided by UCT for employees at no cost to the employee.

Download the information sheet for more details.

For more information on counselling services available to all staff visit the Organisational health: employee assistance & occupational health website.

Staff annual social events

FACULTY WELCOME BACK EVENT

At the start of the academic year, the faculty hosts a welcome-back social event for all faculty staff, during which new staff members are introduced by the Dean.

EBE WINTER SOCIAL - SOUP DAY

The faculty annually hosts the EBE Winter Social – Staff Soup Days during the second semester. The event provides a relaxed and informal setting where colleagues can come together, socialise, and enjoy soup.

HERITAGE DAY POTJIEKOS COMPETITION

The EBE Transformation Committee hosts the annual Heritage Day Potjiekos Competition, which is open to all departments to participate in and compete for the title of the best potjie

EBE FUN DAY EVENT

The EBE Transformation Committee hosts the EBE FUN DAY event, which is open to all faculty staff and students. A range of outdoor games and activities is showcased on the day, with great prizes to be won.