



**FACULTY OF
ENGINEERING AND
THE BUILT ENVIRONMENT**

EBE Induction Folder



**IMAGINE.
CREATE.
SUSTAIN.**

www.ebe.uct.ac.za



The first week in a new role can be both exciting and overwhelming, and you've done a fantastic job navigating this important milestone. 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 brochure provides important information to assist you with your induction process.

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Welcome to the Faculty of Engineering & the Built Environment

At the Faculty of Engineering and the Built Environment (EBE), we are driven by a commitment to excellence, innovation, and sustainability. Our approach is caring and collaborative, focusing on integrating research and teaching in all our relevant areas. We emphasize skills-focused and fundamentals-driven learning, ensuring that our curricula are inclusive and responsive to both local and global challenges.

We acknowledge that to advance the future, engineering and built environment professionals must understand how technology impacts the industry. Our students are encouraged to comprehend the diverse needs of the world we live in. This perspective is key to imagining, creating, and sustaining a future that serves generations to come.

Interdisciplinary collaboration is at the heart of our teaching and research. We are dedicated to providing customised learning experiences and AI-driven solutions, supported by creative spaces and resources. Our focus on digital equality and seamless connectivity, combined with streamlined and efficient administrative systems, ensures that we lead in both technological and educational advancements. We will always strive to build connections and maintain a collaborative environment, preparing our students and staff to lead and innovate both today and in the future.



Professor Alison Lewis

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
- Siphwe 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



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The Faculty 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 HR

The Faculty Human Resource staff members is the single point of contact on all HR issues for faculty staff. The HR staff members offers advice, coaches, and supports staff and management. He/she will deal with the request or queries where they can or will refer matters to the HR Advisor, HR Administrator, or an HR specialist.

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 Office

Communication and Marketing

The staff member is responsible for providing creative managerial and administrative support for, and ensures 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. He/she liaises in marketing available bursary opportunities to students.

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.



Faculty organogram



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.

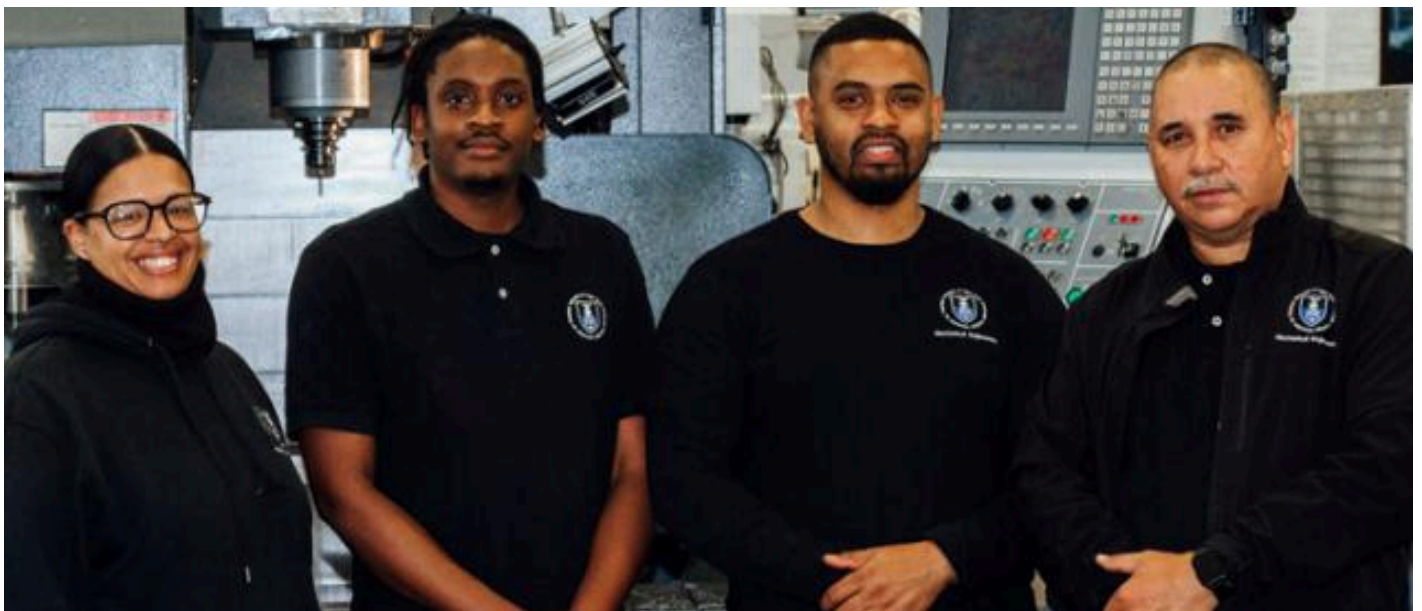
The Development Dialogues and Development Forums resource guide gives staff members, line managers and Development Forum members a step-by-step guide to conducting Development Dialogues and Forums.

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 need also 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.