



VACANCY

REFERENCE NO	:	HOD_FPS 04/2020
JOB TITLE	:	HOD: Facilities and Physical Security
JOB LEVEL	:	E2
SALARY	:	Negotiable
REPORTS TO	:	Executive: Human Capital Management
DIVISION	:	Facilities Management
LOCATION	:	Erasmuskloof, Pretoria
POSITION STATUS	:	Fixed Term Contract – 5 years

Purpose of the job

To lead, direct and oversee the provision of facilities and physical security services within all SITA buildings.

Key Responsibility Areas

- Drive the development and oversee implementation of facilities strategy, policy and procedure to align with the corporate strategy in ensuring a conducive work environment for staff;
- Provide strategic leadership on the development and implementation of physical security standards, policies, and procedures for the department;
- Ensure effective property management for SITA ensuring the provision of well-maintained building infrastructure services;
- Oversee and ensure catering facilities are well resourced and equipped to provide beverage, healthy food and comply to hygiene standards to meet SITA employees and visitors' expectations;
- Ensure that the vehicle fleet of SITA is managed in a cost-effective way;
- Ensure effective and efficient provision of various administrative/ logistical support to SITA personnel thereby ensuring an enabling environment;
- Financial and business management; and
- Human Capital Management.

Qualifications and Experience

Minimum Qualifications:

Bachelor Degree/B.Tech in Business Management/ Administration/property management or related field equivalent NQF level.

A post graduate Degree in the relevant field will be an added advantage.

Experience:

- 8+ years' management/leadership experience within facilities management environment, of which 4 years' experience as a general manager or senior manager in corporate/public sector organisation experience in the, experience in physical security will be an advantage.
The incumbent will also be expected to have experience in managing physical security for a national key point

Technical Competencies Description

Knowledge of: Property management practices, Safety and environmental regulations and issues, Facilities management techniques, methods and practices, Asset management, stakeholder management, PFMA, MFMA and procurement policies in government and project management.

Skills: Exceptional communication skills; Excellent managerial and administrative skills; Strong people management, interpersonal skills and teamwork; Proficiency in Microsoft packages; Financial management skills; Planning and organizing skills; Exceptional listening, analytical and problem-solving skills; High level of influencing, negotiation, facilitation, presentation skills and diplomacy.

Other Special Requirements

- This role heads a full department within the Facilities division, in line with the focus on customer centricity within SITA, the incumbent is expected to display the following behaviors:
 - The ability to quickly bounce back from difficult situations
 - Must be highly attentive to detail.
 - Display the ability persuade their stakeholders in matters that benefit the organization
 - Be highly assertive and delivery driven

How to apply

Kindly forward your CV to: Lwandiso.recruitment@sita.co.za stating the position applying for and the relevant reference number

Closing Date: 23 April 2020

Disclaimer

SITA is an Employment Equity employer and these positions will be filled based on Employment Equity Plan. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful;
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for;

- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA);
- Only candidates who meet the requirements should apply;
- SITA reserves the right not to make an appointment;
- Appointment is subject to getting a positive security clearance, the signing of a contract of employment verification of the applicant`s documents (Qualifications) and reference checking;
- Correspondence will be entered into with shortlisted candidates only; and
- CV`s from Recruitment Agencies will not be accepted.