



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC00429</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Manager: General Support Services</b>
<b>JOB LEVEL</b>	<b>:</b>	<b>D2</b>
<b>SALARY</b>	<b>:</b>	<b>R 475 366 – R 792 276</b>
<b>REPORT TO</b>	<b>:</b>	<b>HOD Facilities Management and Physical Security</b>
<b>DIVISION</b>	<b>:</b>	<b>Human Capital Management</b>
<b>Department</b>	<b>:</b>	<b>Facilities Management and Physical Security</b>
<b>LOCATION</b>	<b>:</b>	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	<b>:</b>	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To manage the provision of effective and efficient hospitality management services, transport (fleet), travel offices as well as general office enablement services.

### Key Responsibility Areas

- To oversee the management of SITAs vehicle fleet, provide an office administrative support service as well as to control the receiving, packaging and issuing of stock
- Oversee the management of the Travel Office
- Management of catering facilities and resources to ensure the effective and efficient provision of hospitality services to customers
- Develop and implement nutritional programs to assist in the promotion of employees health and provide advice to employees on what to eat in order to lead a healthy lifestyle or achieve specific health related goals
- Create a safe environment for all SITA staff by meeting all safety standards consistently (OHASA)
- Management of staff and other resources.

### Qualifications and Experience

**Minimum** 3 year National Diploma/B.Degree or B.Tech in Food Service Management, Hospitality Management, Office Management and Technology or related field.

**Experience :** **6 -7** years working experience in the consumable field with management responsibilities in a corporate/public sector organization, with at least 2 years as a Manager/Specialist in a corporate/public sector Organisation.

## Technical Competencies Description

**Knowledge of:** Food, nutrition and beverages Knowledge of HACCP Computer literacy Menu design and balance Knowledge of legislation (OHSA & PFMA) Cleaning Chemicals Equipment and tools for cooking Event management Stock and Inventory management Postal and Courier management Fleet/ Travel management.

Creditors/Debtors management Call centre management Contract Management Sales. Skills: Business Writing and Facilities Management. Leadership Competencies: Customer Experience; Honesty, Integrity and Fairness; Planning and Organising; Creative Problem Solving; and Decision-making. Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Continuous Learning; Disciplined and Resilience.

## Other Special Requirements

N/A

## How to apply

Kindly send your CV to: [Malebo.recruitment@sita.co.za](mailto:Malebo.recruitment@sita.co.za)

## Closing Date: 20 April 2021

## Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. 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 a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant's documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be considered.
- CV's sent to incorrect email address will not be considered