



VACANCY

REFERENCE NR	:	VAC00334 - 35
JOB TITLE	:	Regional Facilities Manager X2
JOB LEVEL	:	D1
SALARY	:	R 420,991 - R 701,651
REPORT	:	Manager: Property
DIVISION	:	Human Capital Management
Department	:	Facilities Management and Logistics
LOCATION	:	SITA Eramuskloof, Pretoria
POSITION STATUS	:	Permanent (Internal / External)

Purpose of the job

Manage and implement all property and facilities management related functions for the SITA Provincial Offices. Set standards and maintain customer relationships, and manage SLA's with all service providers.

Key Responsibility Areas

Develop a Facilities Management strategy for each Province in portfolio in conjunction with the Provincial Manager; Ensure that all Facilities Management services in the regional offices are delivered on time and within the quality parameters Maintain and built relationships with various Landlords and Service Providers to support Provincial All Provincial Facilities Management Coordinator to report in to this function; Do business cases and bid specifications for the following contracts and SLA's;

Monitor expiry dates and make sure contracts are renewed on time:

- Cleaning; Hygiene;
- Pest Control; Landscaping;
- Security; Technical Services;
- Fleet Management;
- HVAC; Electrical Systems;
- Fire Systems;
- Vending / coffee & tea; Office services

Maintain and built relationships with various Landlords and Service Providers to support Provincial Offices; Enforce accommodation policies, house rules and procedures; Prepare all the business cases for lease agreements and services; Prepare and submit all tender specification documents for facilities related matters; Conduct property market research to understand the regional market and market rentals; Ensure that scheduled work is completed within project time frames and at the specifications given; Oversee the coordination of building space allocation and layout, communication services and facility expansion; Develop preventative maintenance policies; Prepare annual budgets for lease agreements and facilities services; Approve monthly expenditure and manage variances; Provide monthly reports on related facilities matters and lease agreements; Ensure that the facilities meet government regulations and environmental, health and safety standards ; Advising businesses on increasing energy efficiency and cost-effectiveness ; Overseeing building projects, office relocations renovations or refurbishments; Helping businesses to relocate to new offices and to make decisions about leasing ; Drafting reports and making written recommendations; Travel and site visits to specific Provinces ;and Assist with any ad hoc projects as and when required.

Qualifications and Experience

Minimum: 3 year Diploma / Degree in Property Management / Real Estate / NQF level 6.

Experience: : 10 years hands-on experience in the provision and support of Property Management /Facilities Management.

Technical Competencies Description

Negotiation Skills and training; Understanding of lease agreements and property Law ; Understanding of facilities Service Level agreement; service Level Management understanding, drafting and management; Project Management Principles; Understand space planning principles; Staff management' Budget drafting implementing and manage; Report writing.

Other Special Requirements

N/A

How to apply

Kindly send your CV to Sophia.recruitment@sita.co.za

Closing Date: 02 June 2020

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be accepted