



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC00431</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Regional Facilities Manager</b>
<b>JOB LEVEL</b>	<b>:</b>	<b>D1</b>
<b>SALARY</b>	<b>:</b>	<b>R 420,991 - R 701,651</b>
<b>REPORT TO</b>	<b>:</b>	<b>Manager: Property</b>
<b>DIVISION</b>	<b>:</b>	<b>HCM: HOD Facilities &amp; Physical Security</b>
<b>DEPT</b>	<b>:</b>	<b>HC: Facilities and Physical Security</b>
<b>LOCATION</b>	<b>:</b>	<b>Pretoria, Erasmuskloof</b>
<b>POSITION STATUS</b>	<b>:</b>	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

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

### Key Responsibility Areas

- Facilitate the development of the strategic goals for Facilities, Property Management and Physical Security in Provincial Offices to ensure compliance with the strategic priorities of the organisation's overall facility management strategy;
- Manage the sourcing of office accommodation in the Provinces
- Liaise with Landlords in terms of property related matters
- Sourcing and overseeing contracts and service providers for functions such as catering, cleaning, parking, security, Hygiene, Pest Control, Landscaping, Technical Services, Fleet Management, HVAC , Electrical Systems , Fire Systems & Office services;
- Ensure that basic facilities are well-maintained and conduct proactive maintenance;
- Ensure management and coordination of the OHS matters;
- Coordinating with the Provincial Facilities Management Coordinators and Regional HOD's; and
- Coordinating any facilities/ office related projects.

### Qualifications and Experience

**Required Qualification:** 3-year Diploma / Degree in Property Management / Real Estate /Facilities management or Business Administration or any relevant qualification equivalent to NQF level 7.

Any certification relevant to building or facilities management will be an added advantage

**Experience:** 6-7 years hands-on experience in the provision and support of Property Management / Facilities Management experience should include: experience in construction, maintenance and all facets of facility operation and supervisory experience.

## Technical Competencies Description

**Knowledge of:** Working knowledge of principles and practices of business administration; Working knowledge of financial principles and practices; Working knowledge of human resource management principles and practices; Working knowledge of electrical and mechanical systems; Working knowledge of procurement and contracts; Sound knowledge of health, safety and environmental regulations; Negotiation Skills; Understanding of lease agreements and property law; Understanding of facilities service agreements; Service Level Management understanding, drafting and management; Project Management Principles; Understand space planning principles; Staff management; Budget drafting, implementing and manage; Report writing. Skills: Business Writing; Customer Relationship Management; Facilities Management; General Administration; and Project/Programme Management.

Leadership Competencies: Customer Experience; Collaboration; Outcomes driven; Planning and Organising; Creative Problem Solving; and Decision-making. Interpersonal/behavioural competencies: Active listening; Attention to Detail; 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: 18 March 2021**

## 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
- CV's sent to incorrect email address will not be considered