



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC02257/21</b>
<b>JOB TITLE</b>	:	<b>Supervisor Facilities Management</b>
<b>JOB LEVEL</b>	:	<b>C5</b>
<b>SALARY</b>	:	<b>R 292 066 – R 486 776</b>
<b>REPORT TO</b>	:	<b>Provincial HOD &amp; Regional Facilities Manager</b>
<b>DIVISION</b>	:	<b>Provincial &amp; Local Consulting</b>
<b>Department</b>	:	<b>KZN Facilities</b>
<b>LOCATION</b>	:	<b>KZN- Pietermaritzburg</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To coordinate and track all facilities management processes in order to ensure service delivery, liaise with a range of suppliers and services, ensuring that day-to-day operations of facilities are performed smoothly, including monitoring small to medium facilities improvements and refresh projects.

### Key Responsibility Areas

- Monitor day-to-day requirements of the provincial offices;
- Monitors and coordinate maintenance and repairs of the buildings;
- Monitor lease contracts and plan for the future building space needs and ensuring adequate supply levels in conjunction with Head Office;
- Manage the facility day to day Health & Safety in accordance with the OHSACT;
- Manage office support and Security Services.
- Manage, check daily services and maintain a relationship with the service providers contracts and SLA's for ,Cleaning ,Hygiene, Pest Control ,Landscaping ,Security ,Technical Services ,Fleet Management, HVAC ,Electrical and Fire Systems;
- Financial administration;
- Transport management and administration; and
- Management of Resources

### Qualifications and Experience

**Minimum:** 3 year Diploma / Degree in Property Management / Real Estate /Facilities management or Business Administration or any relevant qualification equivalent to NQF level. Any certification relevant to building or facilities management will be an added advantage.

**Experience :** 3-4 years work experience as a facilities administrator or similar role experience should include: Strong knowledge of facilities management operations, familiarity with office equipment and security systems and regulations, understanding of safety regulations in offices.

## Technical Competencies Description

**Knowledge of:** hygiene standards; cleaning chemicals; First Aid; Knowledge of legislation (Building regulations, OHSA), etc.; Facilities Management; Building and Terrain Management, Equipment handling.

**Skills:** Customer Relationship Management, Facilities Management, General Administration, Project/Programme Management, Vendor/Supplier Management.

## Other Special Requirements

N/A

## How to apply

Internal candidates must apply using this email address: [Ncami.internalkznrecruitment@sita.co.za](mailto:Ncami.internalkznrecruitment@sita.co.za)

External candidates must apply using this email address: [kznrecruitment@sita.co.za](mailto:kznrecruitment@sita.co.za)

**Closing Date: 14 June 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