



VACANCY - 2677

REFERENCE NR	:	VAC00084/26
JOB TITLE	:	Facilities & Maintenance Coordinator
JOB LEVEL	:	C1
SALARY	:	R 257 888 – R 386 832
REPORT TO	:	Provincial HOD & Regional Facilities Manager
DIVISION	:	National & Regional Consulting
DEPT	:	RPL HOD Central Region
LOCATION	:	SITA Bloemfontein
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

The job will be responsible to coordinate and track all facilities maintenance in order to ensure proper health, supervise 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 properties.
- Monitors and coordinate maintenance and repairs of the buildings.
- 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.

Qualifications and Experience

Minimum: 1 - 2 Year National Higher Certificate in a relevant discipline / NQF level 5 or accredited specialized courses.

Experience: 1 – 2 years' experience applicable to the specified discipline. Understand the basic theoretical reasoning and detailed practical applications behind the process or system.

Technical Competencies Description

Customer Relationship Management. Facilities Management. General Administration. Project/Programme Management. Vendor/Supplier Management.

Other Special Requirements

The role requires regular travel; therefore, the candidate must be willing and able to travel when necessary.

How to apply

To apply please log onto the e-Government Portal: **www.eservices.gov.za** and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour;
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered

Closing Date: 09 December 2025

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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.
- 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.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, verification of the applicants' documents (Qualifications), and reference checking.
- Correspondence will be entered into with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.