



VACANCY - 2364

REFERENCE NR : VAC00568/26
JOB TITLE : Manager: Maintenance & Technical Services
JOB LEVEL : D2
SALARY : R 651 627 – R 977 440
REPORT TO : HOD Facilities
DIVISION : Human Capital Management
DEPT : Facilities Management and Physical Security
LOCATION : SITA Erasmuskloof
POSITION STATUS : Permanent (Internal & External)

Purpose of the job

Provide overall management and coordination of all technical maintenance and engineering services in support of design, construction, operation, and lifecycle maintenance and contribute to major facility improvements and renovations including disciplines of structural, mechanical and electrical infrastructure.

Key Responsibility Areas

- Design and Implement Scheduled Maintenance plans for all equipment and infrastructure at all Buildings.
- Develop and Implement Lifecycle Plans for all building infrastructure and equipment.
- Responsible for managing maintenance projects from scope development, business case approval through to contracts management, completion and closeout.
- Undertake condition inspection reports on all buildings and infrastructure and manage revamps for refurbishment works.
- Develop and design internal service level agreements for maintenance response times with internal customers.
- Quality Management Ensure inspections are done for minor, major and new maintenance work to ensure compliance with relevant regulations and legislation.

Qualifications and Experience

Minimum: 3 Year Diploma in Electrical / Mechanical or N6 in Electrical / Mechanical with supervisory/management certifications. Must have an Electrical / Mechanical Trade Test.

Experience: 6-7 years practical experience in delivering technical services in both electrical and mechanical maintenance as a Manager/ Supervisor which lead a team of Artisans which should include 5 years technical building management experience with a sound understanding of general electrical, HVAC, plumbing, mechanical etc.

Technical Competencies Description

Knowledge of: Mechanical, plumbing, electrical, building, carpentry, aircon, heat pump, water reticulation/sewerage plants, and general maintenance Design and implement scheduled maintenance plans Design and implement Life Cycle plans Writing of job plans Tender Documentation Responding to breakdowns Diagnosing faults Repairing equipment Supervising technical staff Obtaining specialist components fixtures or fittings Managing budgets. Legislation (Building Regulations, OHSA, etc.) PFMA
Project management

Other Special Requirements

N/A

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: 30 June 2025

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