



VACANCY 1500

REFERENCE NR	:	VAC00619/23
JOB TITLE	:	Manager: Provincial Facilities Management
JOB LEVEL	:	D1
SALARY	:	R 531 759 – R 797 639
REPORT TO	:	Senior Manager: Facilities Operations & Logistical Services
DIVISION	:	Human Capital Management
DEPT	:	Facilities Management and Physical Security
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

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

- Manage the sourcing of office accommodation in the Provinces.
- 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.
- 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.
- Management of the Provincial Facilities Management Coordinators.
- Monitoring of the Provincial Facilities management budget.
- Oversee all budget requirements
- Support asset management

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: 5 - 6 years hands-on experience in the provision and support of Property Management / Facilities Management experience should include:

Experience in Lease Agreements, maintenance, cleaning, security and all facets of facility operations. Knowledge and Experience in the Preferential Procurement Policy Act.

Technical Competencies Description

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.

Technical competencies: Business Writing; Customer Relationship Management; Facilities Management; General Administration; and Project/Programme Management.

Interpersonal/behavioural competencies: Active listening; Attention to Detail; Disciplined; and Resilience.

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: 04 April 2024

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 (Females) and SITA Internal Applicants.

- 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 considered.