



VACANCY - 1501

REFERENCE NR	:	VAC00289/25
JOB TITLE	:	Senior Manager: Facilities Operations & Logistical Services
JOB LEVEL	:	D4
SALARY	:	R 845 277 – R 1 267 915
REPORT TO	:	HoD: Facilities Management & Physical Security
DIVISION	:	Human Capital Management
DEPT	:	Facilities Management and Physical Security
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

To manage the facilities, property and support functions by planning, organising, directing, controlling, administration and execution of the facilities, property, and soft services of facilities, environmental management and support services.

Key Responsibility Areas

- Develop and implement the Facilities Operations and Logistical Services Plan through the development of policies and procedures to ensure effective and efficient facilities operations and logistical services
- Manage and implement facility planning to ensure maximization of the value and return on SITAs assets and property portfolio
- Provide an effective and efficient real estate management service
- Manage all Facilities related matters for Regional offices including negotiations with Landlord and lease agreements
- Manage and Implement and Cleaning & Gardening of the building to ensuring Hygiene Standards.
- Management of resources.
- Develop and manage related budgets
- Manage the procuring of third-party service contracts according to the PFMA

Qualifications and Experience

Required Qualification: 3-year National Diploma/Degree in Building Management, Property Development & Management, Business Administration, Property Studies or related field.

Experience: 8 - 9 years property and facilities management experience, including 4 years' experience in the following: Property Lease Agreements, Property Management, General Support Services including front office, travel, fleet, cleaning, gardening, catering and warehouse logistics.

Technical Competencies Description

Principles, practices and procedures of building construction, building materials, and construction methods. Understanding of SITA, its business and operations. General management practices. People management and development. Corporate governance. Customer relationship management. Organisational transformation and change. Property management practices. Safety and environmental regulations and issues. Facilities management techniques, methods and practices. Project and program management oversight. Engineering and construction

techniques and terminology. Understand lease agreements and tenant fit-out, Soft Services including, cleaning, gardening pest control etc.

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 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.