



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC00077/22</b>
<b>JOB TITLE</b>	:	<b>Space Planner</b>
<b>JOB LEVEL</b>	:	<b>C5</b>
<b>SALARY</b>	:	<b>R 455 638 - R 683 457</b>
<b>REPORT TO</b>	:	<b>Senior Manager: Facilities Operation &amp; Logistical Services</b>
<b>DIVISION</b>	:	<b>Human Capital Management</b>
<b>Department</b>	:	<b>Facilities, Infrastructure &amp; Logistical Services (FILS)</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To plan, coordinate and organize all activities associated with facilities space planning within SITA, by gathering; analyzing; and maintaining space utilization data, trends and facilities inventory on an automated or computerized system, in order to use the data in optimizing the utilization of available space.

### Key Responsibility Areas

Oversee space planning within SITA Coordinate all moves/relocations within/between SITA buildings Participate in space planning projects .Records Management.

### Qualifications and Experience

**Minimum:** 3 year National Diploma/Degree in Architecture or equivalent.

**Experience :** 3 – 5 years practical space planning experience in a commercial/corporate office environment.

### Technical Competencies Description

Understanding of space planning methodologies, principles and best practices. Relevant legislation and industry trends. Space planning principles and best practices. Space utilization and facilities management techniques and applications. Budgeting, planning, and basic accounting methods and principles. Building codes and fire standards and regulations. Symbols and terminology used in building facility plans and drawings. Cost estimation principles for building facility projects. Computer-aided drafting standards and procedures

### Other Special Requirements

N/A

### How to apply

To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://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](http://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](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 02 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.

- 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.