



## VACANCY

|                        |   |                                                         |
|------------------------|---|---------------------------------------------------------|
| <b>REFERENCE NR</b>    | : | <b>VAC01343</b>                                         |
| <b>JOB TITLE</b>       | : | <b>Supervisor Facilities Management</b>                 |
| <b>JOB LEVEL</b>       | : | <b>C5</b>                                               |
| <b>SALARY</b>          | : | <b>R 455 638 - R 683 457</b>                            |
| <b>REPORT TO</b>       | : | <b>Provincial HOD &amp; Regional Facilities Manager</b> |
| <b>DIVISION</b>        | : | <b>National and Regional Consulting</b>                 |
| <b>DEPARTMENT</b>      | : | <b>RPL: CR Facilities</b>                               |
| <b>LOCATION</b>        | : | <b>KZN Pietermaritzburg Office</b>                      |
| <b>POSITION STATUS</b> | : | <b>Permanent (Internal &amp; External)</b>              |

### Purpose of the job

To coordinate and track all facilities management processes in order to ensure service delivery, liaise with 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 Area

- Monitor day-to-day facilities requirements of the provincial offices.
- Does routine inspection of offices to ascertain the state of SITA's offices and associated facilities
- Monitors and coordinate maintenance and repairs of the buildings.
- Monitor lease contracts and 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.
- Manage, check daily services and maintain a relationship with the service providers contracts and SLA's for, Cleaning, Hygiene, Pest Control, Landscaping, Security Technical Services, Fleet Management, HVAC, Electrical and Fire Systems.
- Have meetings with service providers to assess their performance and take remedial action where needed
- Compiles business cases for new service
- Financial administration.
- Transport management and administration.

### Qualifications and Experience

**Minimum:** 3-year Diploma / Degree in Property Management / Real Estate / Facilities management or Business Administration or any relevant qualification equivalent to NQF level

**Certification:** Any certification relevant to building or facilities management will be an added advantage.

**Experience:** 3-4 years' work experience as a facilities administrator or similar role experience should include: Strong knowledge of facilities management operations, familiarity with office equipment and security systems, HVAC systems and regulations, understanding of safety regulations in offices.

### Technical Competencies Description

**Knowledge of:** hygiene standards; cleaning chemicals; First Aid; Knowledge of legislation (Building regulations, OHS), etc.; Facilities

#### 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](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: 22 February 2024**

#### 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. 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.