

The ETDP SETA seeks to appoint a suitably qualified and innovative incumbent with essential attributes and skills to assume responsibility as:

Facilities Management Specialist [Ref. 1930/11]

Salary: R1 045 456.00 per annum (Total Cost to Company)

Job Purpose: The Facilities Management Specialist will be responsible for overseeing the day-to-day operations and maintenance of the ETDP SETA buildings facilities to ensure that they are safe, efficient, and well maintained, as well as managing the office support staff, security services, and a driver. The role also involves a hands-on approach to managing building services, coordinating with service providers and ensuring compliance with health and safety regulations. The successful incumbent will also be tasked with developing strategic facility goals, monitoring space allocations, and providing efficient space use. Reporting to the Manager: Corporate Service, the position is based at the ETDP SETA's Head Office in Johannesburg.

Minimum Requirements

- A Bachelor's Degree in Facilities Management or Property Management at NQF Level 7
- A postgraduate qualification relevant to the portfolio will serve as an added advantage
- Relevant professional body certificates, such as the South African Facilities Management Association (SAFMA) or equivalent professional body certificates will be an added advantage
- Applicable certificate to Property/Facilities Management, as well as contract management, would be an advantage
- At least five (5) years experience in the provision of property management/facilities management in lease agreements, contract management, maintenance and all facets of facility operation in a medium-sized organization, with at least three years of experience at management level
- Strong knowledge of facilities management best practices and building maintenance requirements
- Working knowledge of health and safety regulations, environmental, workplace risk analysis and compliance standards
- Must have extensive knowledge of contract management, OHSWA, PFMA, National treasury requirements, and the Built - Environment Legislative Framework
- Understanding of lease agreements and property law
- Knowledge of Budget and Service Level management, drafting and management
- Excellent communication skills (both verbal and written) with good report-writing skills
- Proficiency in MS Office packages and data analysis skills
- Knowledge of accounting principles related to asset management
- Excellent organisational and project management principles skills

- Strong problem-solving skills
- Good understanding of the necessary principles of mechanical and electrical requirements
- Good interpersonal skills and ability to manage and lead a team to ensure desired results are achieved
- Ability to follow up diligently and resolve issues promptly and effectively
- A valid driver's licence and willingness to travel to different provinces is essential

Knowledge and Skills

- Building and facilities management
- Budgeting and financial management
- Safety, Health and Environmental Management knowledge
- Utility services and Heating, Ventilation, and Air Conditioning (HVAC) Systems and Power Solutions knowledge
- The Occupational Health and Safety Act (OHS Act) includes regulations and contract law
- Leadership, analytical and negotiation skills
- Project management, Strategic and operational planning skills
- Contractor management skills
- Asset Management Systems and Processes skills

Duties and Responsibilities

- Develop and implement Facilities Management policies and procedures
- Responsible for the ongoing improvement and continued development of the Strategic Facilities Maintenance Plan
- Manage the sourcing and maintenance of office accommodation in the provinces
- Manage the ETDP SETA office constructions and continue renovating spaces according to our strategic plans
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Ensure the service, maintenance and repair of all air conditioning, plumbing, electrical and telephone systems are done
- Ensure that basic facilities, such as water and heating are well maintained
- Negotiate lease agreements and liaise with landlords regarding facility matters for which the landlords are responsible
- Review and manage all contracts and SLAs in relation to facilities management and maintenance
- Oversee facility refurbishment, renovations and building projects
- Liaise and collaborate with all role players internally and externally on maintenance, renovation and construction projects
- Manage Facilities staff, contractors and external suppliers
- Develop and/or adhere to a maintenance and preventative maintenance programme on facilities
- Plan and execute physical changes and move and handle the allocation and management of space within buildings
- Oversee and manage outsourced services such as cleaning and security

- Liaise with service providers for contracted services and drafting agreements/ Service Level Agreements (SLAs)
- Oversee and manage the contracts with providers for services, including security, parking, cleaning and technology
- Act timeously on internal staff requests relating to facility matters and matters pertaining to fixed assets
- Assist in establishing and maintaining policies and procedures for asset acquisition, recording, control and disposal
- Oversee and supervise the maintenance and reconciliation of fixed assets records and match to fixed asset inventory with all business units
- Determine useful lives and depreciation methods and update depreciation schedules as required
- Compile monthly and quarterly management reports on activities and assets
- Co-operate with internal and external auditors on issues relating to fixed assets
- Attend meetings of the committee, e.g., the Occupational Health and Safety Committee, and respond promptly to emergency calls for maintenance and repairs
- Participate in inspections of buildings and facilities
- Prepare and manage budgets, ensure cost-effectiveness and authorize expenditure within budget
- Manage and oversee the ETDP SETA vehicle, driver and related assets
- Ensure safety and cost-effective vehicle utilization and compliance with policies and procedures
- Ensure efficient vehicle management, fuel consumption and maintenance
- Manage the Facilities staff and ensure adequate resources are available to fulfil tasks
- Evaluate staff performance regularly and provide appropriate training and skills evaluations
- Drafting reports and making written recommendations for Senior Management
- Executive any other duties as assigned by the Manager: Corporate Services

The successful candidate will enter into a performance contract with the ETDP SETA.

Interested applicants (who qualify in respect of all the criteria) are invited to submit a detailed and recent Curriculum Vitae (CV) with contactable previous employment references, certified copies of all qualifications and certificates, including the National Senior Certificate, certified and clear copies of the Identity Document and a valid driver's licence (**the certified copies should not be older than six months**) and a motivation letter highlighting previous experience and career achievements related to the position.

The applicant is responsible for submitting their foreign qualifications accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA).

Applications quoting the relevant job title and reference number must be submitted via email to sarah@tothetrecruitment.co.za.

The closing date for all applications is 08 November 2024.

The appointment will be made in accordance with the ETDP SETA's Employment Equity Plan and Policy. The ETDP SETA promotes the employment of people with disabilities, who are encouraged to apply. Correspondence will be entered into with shortlisted candidates only.

Protection of Personal Information Act, Act 4 of 2013 (POPIA)

By applying for this position, you hereby acknowledge that you have read and accepted the following Protection of Personal Information Act 4 of 2013 (POPIA) disclaimer:

- I hereby give consent to the ETDP SETA to process my personal information as part of the recruitment process.
- The ETDP SETA shall take all reasonable measures to protect the personal information of applicants, and for the purpose of this disclaimer, "personal information" shall be defined as detailed in the POPIA.
- **The ETDP SETA reserves the right to withdraw or not to fill the position for whatever reasons.**

Applications submitted without the required above-mentioned certified copies, as well as applications received late, will not be considered.