

## JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

22 March 2019

The following vacancy exists at NSFAS.

<b>Position</b>	Facilities Manager	<b>Type &amp; Grade</b>	Grade 11 (Permanent)
<b>Vacancy No</b>	74 of 2019/20		
<b>Department &amp; Unit</b>	Finance Department, Facilities Management		

### POSITION OVERVIEW

The successful incumbent will report to the General Manager: Finance and will be required to provide direction and leadership across the Facilities Management Service Unit. Establish policies and procedures in accordance with Facilities operations, compliance, industry regulations and legislation. Assume full responsibility for the management of the overall Service Unit operational, budgetary, and financial responsibilities and activities. Plan and allocate resources to effectively staff department and meet productivity and quality goals. Formulate service unit decisions that are financially responsible, accountable, justifiable, and defensible in accordance with organisation policies and procedures. Establish and maintains relevant controls and feedback systems to monitor the operations of the service unit. Lead staff using performance management and development process. Evaluate performance and the professional development of staff within the service unit.

### THE POSITION WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Develop, direct and forecast plans in line with organisational strategic goals.
- Identify trends and develop strategies to maximize the service unit effectiveness.
- Manage the delivery of but not limited to the following:
  - Housekeeping
  - Security Services
  - Maintenance and Repairs
  - Fleet Management
  - Physical Asset Management
  - Travel Administration
  - Document archive management
  - Store Repairs
- Develop, manage and report on the service unit budget in line with planned operational activities including onsite projects.

- Put innovative strategies in place to optimise the performance and efficiency of the building (i.e. water saving initiatives - greening initiatives) and to ensure the delivery of high value-added recommendations.
- Identify and implement strategies to develop a work place environment that leads to increased staff productivity.
- Accountable for the formulation of design standards with workplace bench marking and commercial requirements, direct engagement with the relevant department and service unit heads to develop and refine service types, and standardise for cost efficient execution at scale.
- Ensure compliance to statutory regulations, policies, procedures and legal requirements by conducting routine inspections, liaising with departmental and service unit heads to assist with non-compliance.
- Manage the Service Level Agreements (SLA's) with service providers and contractors with regards to operational agreements.
- Maintain inventory of organisational assets including knowledge on the disposal thereof.
- Ensure a process of workplace safety for staff and contractors.
- Manage relationships with service providers to ensure effective and efficient service delivery in a cost-effective manner and in line with good organisational practices.
- Review the service delivery model for Facilities Management services with regards to contract renewal.
- Provide detailed reporting and analysis to streamline sound decision making and rigorous fiscal discipline.
- Lead the development and implementation of facility management best practices, including state of the art asset management practices, preventive and reactive maintenance, long term capital planning, and life cycle asset management strategies.
- Promote the design and specification of facility and real estate infrastructure that can be maintained cost effectively, sustainable, represent effective deployment of technology and energy efficiency.
- Serve as a key member of the Business Continuity Team, lead all emergency planning activities and maintenance of the business continuity plan.
- Establish and lead the activities of the Occupational Health and Safety Committee in support to Chairperson,
- Responsible and accountable for staff members management and development.

## DESIRED SKILLS AND EXPERIENCE

### **Minimum requirements:**

- A three year post matric qualification in Built Environment, Facilities Management with Project Management training essential or related.
- Eight years relevant experience in a corporate environment including three years in a supervisory level.
- OHAS Training Certification
- Computer Literate: Word, Excel, Internet, E-mail
- Driver's License



## Beneficial skills and experience

- Knowledge of the Public Finance Management Act (PFMA Act.1of1999)
- Accredited Facilities Professional (SAFMA)

## Competencies, Skills and Personal Attributes

- Solid verbal and written communication skills
- Client focus and service orientation
- Strong organizational, planning and attention to detail
- Strong people management skills
- Reliability and stress tolerance
- Time Management
- Professional personal presentation
- Proactive and be an Initiator
- Ability to multitask, under pressure and achieve deliverables
- The ability to deal with challenges in a calm and professional manner

## REMUNERATION & BENEFITS

**Remuneration Package:** R 697 011 – R 821 052

Total Cost to Company per annum inclusive of all benefits and company contributions.

**Benefits and Conditions:** **Compulsory Medical Aid, Pension Fund & Annual Bonus**

Included in the above remuneration is the company contribution to our compulsory pension fund (7.5%), medical aid contributions and an annual bonus.

**Closing date:** 5 April 2019

## PLEASE NOTE

Interested applicants who meet the requirements should send Detailed Curriculum Vitae, Copies of Academic Qualifications and names of two contactable referees to Nokulunga Mtse via email, with the subject Facilities Manager to [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za).

NSFAS do not consider late applications.

Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates.

NSFAS only corresponds with shortlisted candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

### EMPLOYMENT EQUITY:

"NSFAS is committed to employment equity. Preference will be given to candidates who improve employment equity targets and ratios."

