

Job Specification & Recruiting Profile of Vacancy

24 July 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Facilities Manager	Type & Grade	11
Vacancy No	98 of 2019/20	Department & Unit	Facilities Management

POSITION OVERVIEW:

Reporting to the relevant line manager, the purpose of the job is the active management and coordination of the organisation's buildings to support the achievement of the NSFAS strategic objectives. Development of the appropriate policies and procedures in compliance to legislation. Lead the support team to ensure delivery of all the facets of Facilities Management.

RESPONSIBILITIES:

1. Service Unit strategy, annual plans and policies.
 - a) Develop and maintain policies and operating procedures to deliver the functions of Facilities Management.
 - b) Ensure that the Landlord deliverables are aligned to various lease conditions.
 - c) Ensure the management preventative and predictive facilities maintenance programmes, including determining scope of works, specifications, SLAs, vendor management and continuity plans.
 - d) Implement the required business continuity strategy and plans.
 - e) Ensure implementation of the required Occupational Health and Safety programme and compliance to legislation.
 - f) Assess risk and develop and implement mitigation plans.
 - g) Prepare and manage service unit budget.

2. Stakeholder Relations

- a) Liaise with the department of Labour and Facilities Management organisations (SAFMA and Green Building Council etc).
- b) Liaise and actively collaborate with other departments in executing the Facilities and Real Estate Services.

3. Leadership

- c) Identify appropriate psychometric batteries Ensure that annual workforce plans have been developed.
- d) Assign work in accordance with plans to staff members.
- e) Set, control and report on key performance areas.
- f) Coach, mentor, train and develop reports for performance improvement, career progression and recognition purposes.
- g) Maintain compliance, consistency, and take corrective action when needed.
- h) Manage staff development and performance through annual performance plans and ongoing coaching.
- i) Ensure annual workforce plans has been developed.
- j) Assign work in accordance with plans to staff members.
- k) Manage employee relations and grievances.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Degree or Diploma in appropriate technical field
- At least 8 years' experience in Facilities Management including 4 years' proven experience at management level
- A working knowledge of strategic planning and budgeting
- Reasonable knowledge of PFMA
- Exposure to Building management and related systems
- Knowledge of SLAs
- Reasonable knowledge of basic technology of building (electrical, plumbing and construction) and its impact on the user
- Reasonable knowledge of the Occupational Health and Safety Act and other relevant acts – including safety, fire and emergency procedures
- Valid South African Driver's License
- Some knowledge of Space Planning and Project Management

Preferred:

- Accredited Facilities Professional (SAFMA)
- Post-graduate qualification in Management

Skills & competencies

- Time management skills
- Awareness of ISO or other quality standards
- Ability to translate strategic initiatives into tactical implementation plans
- Total facilities management
- Operational leadership skills leadership skills
- Ability to build interpersonal relationships
- Decision-making and problem-solving skills
- Ability to build strategic alliances and partnerships
- Emotional intelligence and political sensitivity
- Report writing skills
- Influencing skills
- Negotiating skills
- Strategic thinking skills
- Proven business and management skills

REMUNERATION & BENEFITS

Remuneration Package:

R 731,862 to R 862,105 per annum

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

PLEASE NOTE

Closing date: 7 August 2019.

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Nokulunga Mtse via email 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.

**** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations ****

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