



South African Nursing Council

(Under the provisions of the Nursing Act, 2005)

Cecilia Makiwane Building,
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Pretoria, 0083

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Private Bag X132, Pretoria, 0001
Republic of South Africa

EXTERNAL ADVERTISEMENT

DEPARTMENT : **FINANCE**

SECTION : **FINANCE AND ADMINISTRATION**

POSITION : **MANAGER: FACILITIES**

ANNUAL CTC : **R652 567.93**

CLOSING DATE : **9TH APRIL 2018 AT 16H30**

MINIMUM REQUIREMENTS

- A recognised 3 years Bachelor Degree or equivalent in Facilities Management, Property Management, Administration, Construction Science or Architecture or Engineering
- Honours in Facilities Management, Administration or Engineering will be an added advantageous
- Project management qualification and experience
- Minimum of 5 years solid working facilities management experience related to infrastructure
- Minimum of 2 years sound management and reporting experience as well as proven experience in managing a facilities team preferably in a large service organisation
- The successful candidate will be required to be a member of South African Facilities Management Association (SAFMA)
- A valid driver's licence

REQUIRED COMPETENCIES/SKILLS

- Detailed knowledge of facility management and building maintenance
- Detailed knowledge of access control, CCTV, and security management
- Sound knowledge of Occupational, Health and Safety Act and all relevant legislation
- Excellent verbal and written communication skills
- Ability to develop staff and perform administrative tasks
- Excellent interpersonal and analytical skills
- Excellent planning and organisation skills
- Ability to work under pressure and independently
- Working knowledge of principles and practices of project management
- Excellent knowledge of principles and practices of business administration
- Working knowledge of financial principles and practices
- Working knowledge of electrical and mechanical systems
- Working knowledge of Supply Chain Management and contracts
- Sound knowledge of health, safety and environmental regulations

- Technical experience in all facets of facility operation
- Solid computer and systems knowledge
- Customer-service orientated skills
- Ability to engage with stakeholders on various levels
- Ability to respond to urgent issues outside working hours
- Problem solving and negotiation skills
- Creative and innovative thinking
- Hard-working and deadline driven
- Ability to work effectively in a team

PERFORMANCE OUTPUTS

- Responsible for developing the Facilities Management and Administration Strategy and Plan of Council
- Ensure environmental best practice and principles are applied and reported on
- Maintain effective, efficient and transparent system of administration and internal control
- Develop and implement a facility management program including preventative maintenance and life-cycle requirements
- Plan and manage Council facility and administration services such as fleet management, dispatch, postage, printing services, security, cleaning, messenger services, waste disposal and parking
- Maintain high standard of safety, cleanliness and efficiency within Council building and premises
- Ensure compliance with health and safety standards and industry codes in line with the Occupational Health and Safety Act
- Manage maintenance and repairs of Council facilities and equipment
- Oversee facility refurbishment and renovations
- Manage contracts of outsourced services including cleaning, security and technical maintenance to ensure contractors adhere to agreed standards
- Maintain CCTV and access control systems as well as lifts at the Council
- Ensure that the Council building is properly maintained and always clean in line with environmental, health and safety standards
- Implement best practice processes to increase efficiency
- Check completed work by contractors and vendors ensuring that it is up to expected standards as outlined in the service level agreement
- Ensure regular facilities inspections are conducted and documented, and any related issues promptly resolved
- Responsible for effective management of Council security services including protest and industrial actions
- Plan and monitor appropriate facility management staffing levels and ensure efficient utilization of facility maintenance staff
- Develop and track facilities budget monitor spending against approved budget
- Staff management, development and training
- Perform ad-hoc project as may be requested from time to time by management

NB: Applications must be completed in full on the prescribed form, obtainable from the above-mentioned website or from the South African Nursing Council, Cecilia Makiwane Building, 602 Pretorius Street, ARCADIA, 0083, for attention: The Human Resource Department, Private Bag X132, PRETORIA, 0001, on or before 9th March 2018 at 16H30.

All applications must be accompanied by certified copies of all relevant education and professional qualifications together with an updated CV and certified copy of Identity Document. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

Incomplete applications or those that do not meet the above requirements will not be considered.

Please note that correspondence will be limited to shortlisted candidates only, therefore, if you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful. The South African Nursing Council is committed to employment equity; therefore people with disabilities are encouraged to apply.

Applications can be e-mailed to careers@sanc.co.za alternatively applications can be delivered at the SANC HR Department. Enquiries may be directed to Ms Veronica Mthethwa, at Tel no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.