



EXTERNAL ADVERTISEMENT

FACILITIES MANAGEMENT OFFICER CORPORATE SERVICES DIRECTORATE

NOTICE NO: 107/2022

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

REMUNERATION: TASK GRADE 11 OF A CATEGORY 2 LOCAL AUTHORITY

R 289 336.00 – R 375 611.00 PER ANNUM (excluding Council 's benefits)

JOB PURPOSE:

The Facilities Management Officer will be responsible for coordinating and controlling deliverables associated with the effective and efficient allocation & building preservation of corporate facilities, provision of security, gardening, messenger and cleaning services.

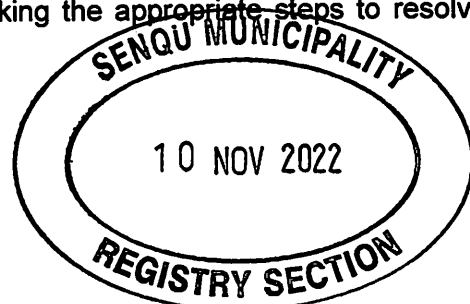
MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12, 3-year National Diploma in Facilities Management or Civil Engineering;
- Must be computer literate;
- Three years work experience in the related field of which one year should be at a supervisory level;
- Code B Driver's license.



KEY PERFORMANCE AREAS

- Researching on current and future methods of building preservation in terms of international and national standards in order to ensure that the functionality keeps abreast with same;
- Giving inputs into the development of the Building Maintenance Plan in terms of building preservation, renovations, cleaning and gardening services;
- Giving professional advice to the type of maintenance required for corporate facilities, priorities same and estimates costs involved in order to accomplish a workable, affordable and sustainable Maintenance Plan during the budgeting process;
- Monitoring adherence to the approved maintenance plan and addressing any deviations;
- Monitoring that all ad hoc request and emergencies such as leaking pipes etc. are attended to timeously;
- Giving technical inputs into the drawing of specifications for outsourced/ renovations or refurbishments;
- Developing work schedules for tracking progress on projects and for ensuring that projects are completed according to specification, on time, and within budget;
- Monitoring that contractors that have been appointed for facility/building implement projects as per the agreed terms of reference and that all contractual obligations are adhered to; and reporting any deviations to the immediate superior for further processing;
- Evaluating the performance of the contractor on completion of the project and prepare payment certificates for further processing by the immediate superior;
- Maintaining the asset register for all corporate properties and ensuring that they all have title deeds;
- Advising on the type of security service that will give the optimal return for each site (physical guards, alarm system, security camera, electrical fence, etc) and how there should be integrated;
- Checking that council's staff, assets and buildings are adequately secured at all times by allocating guards and installing cameras in key points;
- Checking that there is constant supply of water and electricity (where back-up is installed) to municipal buildings to ensure business continuity;
- Checking regularly that all messenger duties are undertaken in the manner required, timeously and accurately; and
- Monitoring that tea/refreshments are provided to staff / meetings / workshop participants and others at agreed times and these services are provided in the manner required; and
- Providing guidance to own direct reports by providing on-the-job support, guidance and coaching after assessing performance and taking the appropriate steps to resolve the issues presented.





KEY COMPETENCIES REQUIRED FROM APPLICANTS

- Ability through a proven track record to craft and successfully execute departmental plans in line with the objectives of the broader organization;
- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services;
- Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives;
- Ability to maintain the high-quality standards while achieving desired outcomes and results;
- Ability to communicate and negotiate at all levels and with all stakeholders in government, civil society and in corporate; and
- Ability to lead and successfully implement projects and programmes.

APPLICABLE BENEFITS

- Medical Aid, Pension, Housing Subsidy, 13th Cheque and travel allowance.

The closing date for submission of applications is 02 December 2022 no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

APPLICATION PROCESS

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to participate in the Performance Managements System of the Municipality

Please note that Council reserves the right not to fill the position.

CONTACT PERSON

All enquiries should be directed to Human Resources *on* - telephone 051 603 1300/1306 *during working hours* or mokokat@senqu.gov.za

MR M.M YAWA
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FILE NO: 4/3/2/1/2

10/11/2022