



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**Ehlanzeni TVET College**

Ehlanzeni TVET College invites all suitable qualified candidates to apply for the following vacant posts:

**FACILITIES MANAGER**  
**SALARY LEVEL: SALARY: R356289-R419697 PER ANNUM**  
**CENTRAL OFFICE**  
**REF NO: EHL 59/2019**

### **JOB PURPOSE**

To ensure that all campuses facilities are properly managed and maintained.

### **KEY PERFORMANCE AREAS**

**Maintenance of all campus facilities:** Submit annual estimates of maintenance needs (including consumables) to campus manager. Monthly inspection reports on maintenance needed/completed for all campus facilities. Compile in collaboration with the foreman, daily/weekly maintenance tasks. Monitor the quality of maintenance activities. Ensure compliance of all facilities to Occupational Health and Safety regulations. Assess need for the use of external service providers for maintenance

**Rental of campus facilities:** Negotiate contracts with tenants of staff houses. Negotiate contracts with external stakeholders for the use of college facilities in collaboration with campus management and ensure that funds are deposited in campus bank account. Control payment of rental for staff houses and electricity

**Landscaping and maintaining of gardens:** Ensure that gardens are kept in accordance with the corporate image in the most cost effective and efficient way. Ensure landscaping of underdeveloped areas to enhance the campus image in the collaboration with management

**Supervision of facility and security support staff.** Daily meeting with facility support staff to ensure execution of daily activities. Support and advice to ensure that tasks are executed in the most appropriate manner. Ensure that relevant tools, equipment and machinery are available to execute tasks. Facilitate, in collaboration with campus manager, appropriate training that would enhance job outputs of Facility Support Staff. Control daily attendance and leave of Facility.

**Security of campus:** Monitor the implementation of access control

### **REQUIREMENT**

- National Diploma/Degree in Facility Management: Building and construction, Quantity Survey, Commerce and Management, Administration
- 7 years relevant experience
- Very good knowledge of facility management

- Planning and organizing –establishing courses of action for self and others to ensure that work is completed efficiently
- Work standards- setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks ; self imposing standards of excellence rather than having standards imposed
- Inspiring others-Using interpersonal styles and methods that inspire and guide individuals toward higher levels of performance modifying behavior to accommodate tasks, situations and individuals involved
- Customer Focus-making customers and their needs a primary focus of ones actions developing and sustaining productive customer relationships
- Managing conflict-Dealing Effectively with others in an antagonistic situation ; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.
- Excellent communication and motivation skills
- Good record keeping and administrative skills

**PLEASE NOTE THE FOLLOWING:**

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver’s license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 3 months after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**ENQUIRIES:** Ms. Patricia Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

**CLOSING DATE: 29 April 2019 at 16:00**