



**ASSISTANT MANAGER: FACILITIES MANAGEMENT  
PERMANENT  
PATTERSON D2 LEVEL 6  
Ref: AgriS0203/2022**

<b>DESIGNATION</b>	Assistant Manager: Facilities Management
<b>Reporting to</b>	Manager: Human Resources
<b>Division</b>	Corporate Services
<b>Business Unit</b>	Human Resources Management
<b>Office Location</b>	Head Office, Pretoria- Arcadia

<b>ROLE CONTEXT</b>	Responsible to optimise the life span and integrity of the building and related assets by determining the maintenance requirements, creating maintenance plans and managing maintenance and building projects.
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**KEY PERFORMANCE AREAS**

<b>KEY PERFORMANCE AREA</b>	<b>PERFORMANCE OUTPUTS / ACTIONS</b>
<b>FACILITIES MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• General upkeep and maintenance of the building to ensure they meet the health and safety standards.</li> <li>• Manage Environmental, Occupational Health and Safety requirements to keep AgriSETA in compliance with Statutory and Policy Guidelines.</li> <li>• Management of the cleaning, waste disposal, security and parking. Work with Procurement and the Finance division to manage the budgets for these services and keep records of all payments.</li> <li>• Ensure the management of facilities preventative and predictive maintenance programmes, including scope of works, specifications, SLAs, vendor management and quality assessments.</li> <li>• Implement Environmental, Occupational Health and Safety as well as recycling programmes.</li> <li>• Provide guidance on environmental, Occupational Health and Safety Committee.</li> <li>• Ensure systems are in place to provide required training for all areas of responsibility.</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement an asset management plan or system to track and manage fixed assets and ensure the fixed assets are appropriately updated.</li> <li>• Assess the residual values and remaining useful lives of the fixed assets.</li> <li>• Ensure all the assets of the company are adequately insured.</li> <li>• Record management and business continuity.</li> <li>• Communicate any compliance issues, develop and ensure implementation of correction action plans.</li> <li>• Assess risks, develop and implement mitigation actions.</li> <li>• Analyse monthly budget performance comparing projections vs actuals and adjust forecasts accordingly.</li> <li>• Prepare monthly and quarterly Facilities Management Reports, Risk Registers and Compliance statistics for the Manager: Human Resources</li> </ul>
<b>PEOPLE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Manage 3 Hygiene Officers, 1 Security Officer and 1 Driver.</li> <li>• Manage leave and performance of the Facilities Team.</li> <li>• Provide continuous development on various organisational changes, OHS and legislated training.</li> </ul>

## JOB REQUIREMENTS AND EXPERIENCE

<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A National Diploma / Degree in Facilities Management, Project Management or related qualification and equivalent relevant experience.</li> <li>• Five (5) years relevant experience in Facilities Management, public sector understanding would be an added advantage.</li> <li>• A valid driver's license.</li> </ul>
<b>KNOWLEDGE AND SKILLS REQUIREMENTS</b>	<p><b><u>SKILLS REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>• Risk, hazard and incident and Incident investigation.</li> <li>• In-depth knowledge of all legislative prescripts pertaining to OHS (Occupational Health and Safety Act No of 1993) and Building and Maintenance standards.</li> <li>• Handling IOD's (Injuries on Duty) and process thereof.</li> <li>• Exposure in enforcing compliance regulated committees and related forums pertaining to health and safety in the workplace.</li> <li>• Exposure to policy review and development.</li> <li>• Microsoft Word, PowerPoint and Excel is essential.</li> <li>• Strong administrative skills required,</li> </ul>
<b>COMPETENCIES REQUIRED</b>	<p><b><u>COMPETENCIES REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Change management</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Deadline driven</li><li>• Relationships in the workplace</li><li>• Conflict handling/ negotiation</li><li>• Stress tolerance</li><li>• Able to follow rules and regulation diligently</li><li>• Verbal and written communication</li><li>• Project management</li><li>• Planning and organising</li></ul> |
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**Employment period: Permanent appointment**

An updated CV with a covering letter including certificates should be forwarded to:  
[Recruitment@agriseta.co.za](mailto:Recruitment@agriseta.co.za)

**Closing date: 17 February 2022 at 16h30**

**Enquiries: [Baepi@agriseta.co.za](mailto:Baepi@agriseta.co.za)**

**Note:** Communication will be restricted to the shortlisted candidates only. Should you not hear from us in four (4) weeks after closing date of this advertisement, consider your application unsuccessful.

<p>This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.</p>
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