

FACILITIES MANAGER – LABORATORY SERVICE SANDRINGHAM

Pay Grade: D2 Reference Number: CORPFIN 0723/001 01 (04915.001.1332)

KEY JOB RESPONSIBILITIES

- To manage the infrastructure and facilities of the Sandringham campus, i.e security, cleaning and gardening and the NHLS Laboratories and offices nationally, to protect the value of investment in infrastructure/facilities and maintain a conducive work environment.
- provide construction project management nationally in order to deliver an effective finished product to the business.
- Maintaining and repairing buildings and equipment including but not limited to communications facilities, conference facilities, accommodation facilities for students and guests, workshop facilities etc.
- Planning for and overseeing major renovations and new construction, which includes the preparation of the tender specifications and bid process.
- Adhering to and improving health and safety standards.
- Develop and maintain various Standard Operating Procedures (SOPs) as per the needs of the organisation within facilities.
- Project management of the new installation of laboratories, ensuring highest building standards in line with Occupational Health and Accreditation requirements.
- Ensuring that the lighting, heating, air conditioning and ventilation systems are operating properly to provide good working and/or living conditions for occupants.
- Manage major and minor building projects including management of budgets so that projects are delivered within budget and provide management with early warning of any potential budget overruns so that risk can be managed and mitigated.
- Provide effective business support for the organisation.
- Ensure all building compliance requirements are met and are up to date.
- Management of the NHLS vehicle fleet; all staff moves and relocations as well as the management and provision of student's accommodation.

MINIMUM REQUIREMENTS AND KEY COMPETENCY:

- Diploma/Degree in Engineering, Property Management, Construction Science or Architecture (NQF Level 6)
- Certificate in Project Management (desirable)
- valid Driver's licence
- Min of 8 years' facilities management experience; inclusive of 2 years' experience related to infrastructure and 5 years supervisory/management role
- Experience in Procurement processes and finance
- Recent proven experience in managing a facilities team preferably in a large service organisation
- Knowledge of building industry (plans, estimates, costing, materials etc.)
- Knowledge of OHSA and relevant legislation
- Knowledge of equipment, machinery (generators, UPS, workshop machinery)
- Knowledge of automated office equipment (desirable)
- Knowledge of cleaning, security and gardening (types, methods, products)
- Knowledge of budget management and compilation
- Computer literate (Microsoft package)
- Interpersonal skills
- Technical engineering skills
- Negotiating skills
- Problem solving skills
- Planning, organising and time management skills
- Analytical skills
- Work independently and collaboratively
- Communication skills (Verbal, written and presentation)
- Business skills to deal with budgets, forecasts and real estate management

Enquiries may be directed to **Mmathapelo Mthethwa** @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za



CLOSING DATE: 28 JULY 2023