

DITSONG: Museums of South Africa (DMSA) is a Schedule 3A public entity reporting to the Department of Arts and Culture. DMSA is seeking to appoint a suitably qualified individual on a permanent employment contract for this position based at Head Office in Pretoria.

INTERNAL/EXTERNAL ADVERTISEMENT

FACILITY MANAGER REF: DMSA09/2019

REMUNERATION PACKAGE – R733 609.34

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Bachelors' Degree in property management or related field. Post Graduate Diploma of Honours degree in property management or related field will be an added advantage. Minimum three years' experience in Facilities Management.

CRITICAL SKILLS / COMPETENCIES NEEDED

General and business management principles; Government policy direction; Alliance/partnership management; Specific development, work station configuration; Stock and inventory management; Building and Terrain maintenance; Heating, ventilation, air-conditioning and cooling; Project management; Computer literacy; Space planning; Emergency standby systems; property and waste management; Analysis tools and techniques; Problem solving; Oral and written communication; Coaching and mentoring; Attention to detail; Team work; Investigative nature; Time management; Self-motivation.

KEY PERFORMANCE AREAS *inter alia*, include:

- **Facilities Strategy Implementation:** Implementation facilities strategy, policies and procedures; implement facilities management framework; Identify, analyse and mitigate risk management; Ensure the building meets and safety requirements; Implement OHS continuous improvement plans.
- **Property Management:** Manage the source of office accommodation; Collaborate with relevant parties regarding all property lease document to make sure that they are accurate and in the best interest of the DMSA; Manager and advise the organisation on matters relating to leases and contracts; Ensure proper pro-active and reactive maintenance of facilities; Provide office accommodation forecast and strategies; Ensure the proper planning of office space; Create a green environment(reduce energy and natural resource consumption, make sustainable decisions in regards to maintenance efforts and capital expenditures, institute a green cleaning program, reduce the use of toxic substances on facilities, handle and dispose of hazardous and waste materials safely and in accordance with OHS Act; Direct maintenance personnel, labourers, custodians and outside contractors engaged in equipment or systems installation; Manage facilities equipment repair, preventive maintenance, painting, carpentry, electrical, plumbing, grounds maintenance, housekeeping, operational functions, copy centre functions and other projects.

- **Electrical Maintenance:** Ensure electrical maintenance in all buildings; Ensure availability of generators for backup; Provide electrical support to business areas; Monitor electrical faults; Manage supply and demand of electricity
- **Garden Services and Cleaning:** Ensure clean buildings; Ensure clean garden.
- **General Management:** Management and schedules work plans for all employees; Manage the overall working of the team in order to deliver and exceed client expectations; Identify, develop and retain skills for operational efficiency; Formulate and manage the budget, apply sound financial management principles in all initiatives to achieve business sustainability; Negotiate pricing with all service providers, as and when required.

The application must include a covering letter, comprehensive curriculum vitae (three contactable references with e-mail, telephone or cellphone) and certified copies of qualifications. Submit application

Via Post: Ditsong Museums of South Africa
P.O. Box 4197 Pretoria 0001
Re: **Facility Manager**

Hand delivered to: Ga-Mohle Building, 70 WF Nkomo Street Pretoria
Attention: Ms Nancy Monnakgotla

Emailed: facilitymanager@ditsong.org.za

Closing date and time: 18 October 2019 16h00

Shortlisted candidates shall undergo competency assessments and personnel suitability check such as criminal record, credit record checks, citizenship, qualification verification and employment record check. Application with foreign qualifications will not be considered without SAQA evaluation certificate.

This is an Employment Equity appointment.

Enquiries: Ms M Gumbi at 012 492 5744

DMSA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful.

Regret correspondence will only be sent to interviewed candidates.