



Chief Director: Facilities Management (COO02/2018)

Salary Remuneration package of R1 127 334.00 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

Centre: Pretoria

Requirements:

- Bachelor's Degree/Advanced Diploma in Environmental/Public Management (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. Minimum of 5 years of experience at senior managerial level;
- Understanding of building management legislation and regulatory framework, security buildings management, security services, transport services, policy development, project management, transport policies and procedures, and Public Finance Management Act and Treasury Regulations;
- Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, and to work individually and in team;
- Strategic planning management, leadership management, people management, change management skills;
- Sound research, analytical, organising, planning, presentation skills;
- Good communication (verbal and written), interpersonal, and coordination and stakeholder liaison skills.

Duties:

- The successful candidate will provide a strategic management of facilities, security, vetting and travel services to meet the operational and strategic needs of the department and perform the following key functions: Ensure that DEA security policy and directives are reviewed;
- Oversee the conducive and green working environment. Ensure that travel services are managed efficiently and effectively within the department;
- Oversee the implementation of the facilities management operations phase of the DEA new building.

Enquiries: Mr Isaac Letschedi, Tel (012) 399 8641

Attention: Human Resource Management

Closing Date: 23 July 2018

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - The Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - Correspondence will be limited to successful candidates only.
 - People with Disabilities are encouraged to apply
 - **Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.** Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
 - Furthermore, the person appointed to this position will be subject to a security clearance, the signing of a performance agreement and an employment contract.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
 - The department reserves the right not to make an appointment.
 - **Applications must be forwarded to: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.** No faxed, e-mailed and late applications will be considered.