



Director: Facilities and Administration Services (COO13/2018)

Salary: Remuneration package of R1 005 063 per annum (all-inclusive salary package).

Centre: Pretoria

Requirements:

- A recognized three year degree in Management Sciences/ Public Administration/ Facilities Management/Property Management (at NQF Level 7) or relevant equivalent qualification;
- 6-10 years managerial experience in related field, of which minimum of 5 years' should be at middle/ senior management level;
- Strategic planning management, leadership management, people management, change management, policy development and implementation, financial management, research, analytical, organising, planning, presentation, communication (verbal and written), interpersonal, coordination and stakeholder liaison skills;
- Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, work under extreme pressure, work with difficult persons and to resolve conflict.

Duties:

- The successful candidate will be responsible to manage and oversee facilities, buildings and administrative services as well as to layout procedures and guidelines for sound corporate governance for the Department with regards to the following key performance activities: Manage building functions and projects, service contracts and service level agreements;
- Ensure preventative maintenance inspection are conducted in all the buildings occupied. Administer lease management activities;
- Manage the PPP unitary payments, PPP functions and Departmental Utility Accounts;
- Ensure the coordination and facilitation of the logistic & records services;
- Coordinate and facilitate the logistics and auxiliary services of the Department. Coordinate and facilitate records management services;

- Coordinate contracts management in the regions. Conduct needs assessment on the buildings. Provide accommodation support in the Department;
- Preparation of proposed floor layouts for space planning;
- Sign lease contract and upgraded facilities. Manage cleaning and food aid services.

Enquiries: Ms NP Ngcobo; Tel: 012 399 9875

For attention: Mr Isaac Letshedi

Closing Date: **08 April 2019**

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- All applications must be submitted on a signed **283 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License in order to be considered.
 - **Applications must be forwarded** to the 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, marked for attention: Mr Gerald Ntshane/Ms Sibongile Zungu.
 - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - 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 subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
 - The Department reserves the right not to make an appointment.
 - No e-mailed, faxed or late applications will be considered.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.