



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



EKURHULENI EAST TVET COLLEGE
"Committed to Excellence"

PROJECT MANAGER: ESTATE AND FACILITIES MANAGEMENT
SALARY: R356 289 Per Annum (Excluding Benefits)
REFERENCE NUMBER: EEC-EFM-01/2019
3 YEAR CONTRACT

MINIMUM REQUIREMENTS: Degree/National Diploma in Building Management/Quantity Surveying, Civil. Property Management/Facilities Management or equivalent qualification. Minimum of 5 years' experience in managing construction projects. At least two years' supervisory experience. A post graduate qualification. Registration with the South African Council for the project and construction management professions (SACPCMP proof to be attached) Valid driver's license is essential. Computer literacy. Good Financial and Budgeting Skills. Project Management and Leadership skills.

COMPETENCIES, KNOWLEDGE AND SKILLS: Good written and verbal communication skills, Good interpersonal relations, problem solving, policy development and analysis, research, analytical, report writing, teamwork, leadership and interpersonal skills. Planning, organising, supervisory, self-disciplined, client orientation and good customer skills. Network with all levels of management and external clients, work under pressure and take initiative. Knowledge of Public Service Act and Regulations, FECT Act, Labour Relations Act, Occupational Health and Safety Act, Public Finance Management Act (PFMA), Government immovable Asset Management Act (GIAMA), Fire Control System and Facilities Management System.

DUTIES AND RESPONSIBILITIES: The successful candidate will be responsible for the development, review, implementation and maintenance of facilities management system. Supervise different tasks in completing construction or repairs and maintenance project. Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management. Make the arrangements for the projects documentation on the recommendation and specification of the department and ensure that specifications are set or meet higher standards. Update information the project management tools. Make arrangements on the project completion based on the specifications of the project owner. Plan, commence execute, supervise and roundup assigned projects. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place. Ensure that the services provided are value for money. Report on all issues relating to Estate and Facilities. Ensure supervision, performance management, training and development of staff. Ensure the payment of all technical office support services accounts.

ENQUIRIES: DR MM Muswaba Tel. No. (011) 730-6600.

Closing Date for All Applications: 29 March 2019 at 13:30. Applications received after the closing date, emailed or faxed applications will not be considered.

Please Note: Applications must be submitted on a form Z83 obtainable from any Public Sector Department/TVET College. The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer! ENQUIRIES: Mr M Mathe Tel. No. (011) 730-6600.