

The Health Professions Council of South Africa's vision is realised through protecting the public and guiding the professions.

SUPERVISOR: FACILITIES MANAGEMENT

[Paterson Grade C2]

Remuneration package: R514, 256 per annum (Cost to Council)

MINIMUM REQUIREMENTS FOR THE POSITION:

- Grade 12 plus N. Diploma OR relevant NQF L6 qualification OR degree in Facilities Management/ Property Management/Project Management/Built Environment/Engineering.
- 2 years supervisory experience in facilities management/project management.

COMPETENCY REQUIREMENTS

- Extensive knowledge of building systems such as plumbing, electrical, HVAC, and security systems.
- Excellent analytical and problem-solving skills.
- Ability to identify issues and determine repairs that are needed.
- Ability to plan maintenance schedules for building systems.
- Excellent management and supervisory skills and good interpersonal skills
- Knowledge of relevant Legislations (SANS10400, OHSA, National Building Regulations and Building Standards Act)
- Ability to communicate effectively across all levels.
- Project management skills
- Risk management skills
- Proficient with Microsoft Office Suite or similar software.

PRINCIPAL ACCOUNTABILITIES & KEY PERFORMANCE AREAS

- Supervise the day-to-day operations of the Facilities Management Division.
- Plan, co-ordinate and inspect contract work on electrical, plumbing, and other related systems.
- Supervise and monitor the maintenance of buildings, include rental spaces, gardens and cleaning of buildings in line with Maintenance plan.
- Monitor work carried out by external service providers, in line with the SLA.
- Plan, co-ordinate and supervise renovations of facilities.
- Drafting of specifications and supervise service delivery.
- Assist in the preparation of various contracts, requests for proposals, and reports.
- Engage/ Liaise with Service Providers to attend to services required.
- Ensure that asset movements or changes (furniture and equipment) are recorded and reported to the relevant Asset personnel.
- Assist with raising of requisitions electronically on ORACLE for all maintenance and other support related services.
- Purchase of items required for maintenance and repairs from credit card.
- Receive internal requests and assign responsibilities to maintenance officers.
- Perform any ad-hoc tasks as requested by the Manager: Facilities Management.
- Monitor access control (Biometric system), security services and CCTV.
- Monitor and timeously action service request received.
- Co-ordinate all vehicle parking activities

NOTE: The position requires a person with good health and physical fitness, and to also work after hours, during weekends or holidays.

*In line with HPCSA's Employment Equity and commitment to diversify its workforce and as such, preference will be given to suitably qualified **White** male, **African** male, **White** female and **Indian** male candidates. People with disabilities are encouraged to apply.*

All interested applicants should forward their application letter, together with detailed Curriculum Vitae and copies of qualifications, to recruitment@hpcsa.co.za quoting the job title in the subject line.

N. B Failure to attach required copies will result in your application not being considered.

The HPCSA will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you grant HPCSA the consent to keep and or process your information as per POPIA".

HPCSA reserves the right not to make any appointment to this position



Closing date: 22 January 2025

If you have not heard from us within 30 days of the closing date of the application, please consider your application as being unsuccessful. Communication will be entered into with short-listed candidates only.