

Job Profile

Senior Manager: Facilities



| JOB INFORMATION SUMMARY | |
|-------------------------|---------------------------------------|
| JOB TITLE: | Senior Manager: Facilities |
| REPORTS TO: | Executive Manager: Corporate Services |
| JOB GRADE: | T17/D4 |
| OCCUPATIONAL LEVEL | Senior Management |
| FUNCTIONAL AREA: | Corporate Services – Facilities |
| COMPANY: | PIKITUP SOC (Ltd) |
| LOCATION | Pikitup Head Office Johannesburg |

| ROLE PURPOSE |
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| The purpose of this role is to lead and manage the full administrative, building and technical services components of Pikitup properties thus ensuring that the operations run smoothly, efficiently and effectively whilst also ensuring that the working environment is safe and without risk. |

| ROLE REQUIREMENT | |
|--|---|
| Essence of the role/Key Accountabilities | Key Activities / Decision Areas |
| a) Space Planning, Allocation and Management | <ul style="list-style-type: none"> Forecast and estimate space needs and availability; Keep space inventory; Administer tender process: determine tender specifications and put out on tender; Allocate and manage space; Ensure that specifications are implemented; Managed and coordinate project in conjunction with Consultants, Architects and Engineers; Workplace: procure and maintain furniture and equipment in conjunction with the Disposal Committee. Ensure availability and installation of equipment, technology (IT, datacom and voice) and furnishings. Ensure code compliance in accordance with legislation and standard e.g. OSH Act, SABS. |
| b) Budgeting, Accounting and Economics Justification | <ul style="list-style-type: none"> Prepare work plan; Obtain relevant information and make budget projections; Obtain guidance regarding R&M from Finance; Liaise with Finance and PCE regarding budget and Capex control; Compare budget to actual spending to ensure compliance. |
| c) Real Estate Acquisition and Disposal | <ul style="list-style-type: none"> Identify price and property trends regarding lease of building; Identify, selected and acquire sites and buildings; Ensure that building leases and real estate disposals are properly executed; Liaise with PCE to ensure implementation of planning. |

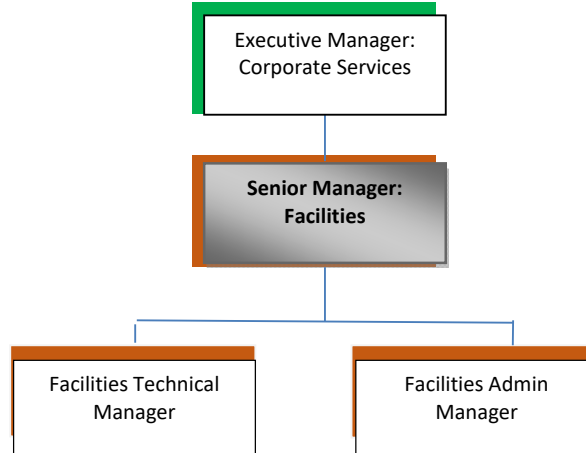
| ROLE REQUIREMENT | |
|---|--|
| Essence of the role/Key Accountabilities | Key Activities / Decision Areas |
| d) Construction Project Management, Alteration, Renovations and Workplace Installations | <ul style="list-style-type: none"> • Ensure management of preparation, projects, construction and procurement; • Manage alterations and renovations; • Coordinate relocations movement. |
| e) Operations, Maintenance and Repairs | <ul style="list-style-type: none"> • Manage the process of outsourcing operations, maintenance and repairs to a facilities management company; • Coordinate and manage the facilities management company; • Ensure daily preventative maintenance by coordinating contractors; • Source funding from the Committee; • Custodial maintenance, e.g. installations: make applications to authorities for installation of services. Make requests for e.g. power increases. |
| f) Telecommunications, Data Communication, Wire and Network Management | <ul style="list-style-type: none"> • Monitor cost and savings, e.g. on telephone usage; • Liaise with IT to ensure efficiency of operations and maintenance. |
| g) General Administrative Service | <ul style="list-style-type: none"> • Ensure logistical and administrative support regarding food services, reprographics, and mail (faxes) and messenger services; • Daily ensure booking of boardrooms and administration of cellphones (500 lines). Oversee cellphones applications, billing and roaming requests; • Attend for the moving equipment; • Attend to the administration relating to relevant procurement; • Formulate and maintain reports. |
| h) Supervision/Management of employees and Staff Development | <ul style="list-style-type: none"> • Supervise staff through informal and formal discussions; • Manage staff performance through implementing the performance management system and using it as fully as possible; • Conduct needs analysis discussions based on performance appraisal and determine staff training needs • Maintain an open door policy with regard to subordinates to empower them to seek assistance and to motivate them when required; • Comply with internal staff regulations and HR related legislation; • Provide on-going training and development; • Counsel and discipline staff if required. |

| KEY RELATIONSHIP INTERFACES |
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| <p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> • Pikitup's Managing Director • Pikitup's Executive Team • Executive Director: Corporate Services • General Managers within the Human Resources Department <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> • City of Joburg (CoJ) • Pikitup's Service Providers and Suppliers (Contractors, Consultants) • External Auditors (Auditor General) |

| Job Specific Requirements | |
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| Competencies (Knowledge, skills and attributes) | |
| Skills | Behaviours |
| <ul style="list-style-type: none"> Strong communication and diplomacy skills. Good analytical skills Formulating Strategy & Concepts Innovation Strong business acumen Project Management Monitoring and Evaluation Financial management and Budgeting principles People and Change Management Advanced systems skills, excel, MS Project – advantageous Report writing skills Management skills Conflict Management Adequate influencing and collaborative skills Effective presentation at senior level | <ul style="list-style-type: none"> Adhering to Principles and Values Planning and Organising Deciding and initiation action Delivering Results and Meeting Customer Expectations Relating and Networking Persuading and Influencing Adapting and responding to change Dynamic and Influential |
| Knowledge: State the job knowledge required | <ul style="list-style-type: none"> Relevant legislation such as OSH Act and compliance with standard e.g. SABS Corporate Governance; Strong commercial understanding Knowledge of the public service or ambit of public entities will be an added advantage Knowledge and/or understanding of Municipal Finance Management Act (MFMA) Strategic and tactical awareness Governance, ethics and values |

| Qualifications | |
|---|---|
| Minimum | Ideal |
| <ul style="list-style-type: none"> Degree in Facilities management or in the Built Environment. Project Management | <ul style="list-style-type: none"> Honours' Degree in Facilities or in the Built Environment. |
| Experience | |
| Minimum | Ideal |
| <ul style="list-style-type: none"> A minimum of 6 years' experience in Facilities Management. 5 years of which should have been in a management role | <ul style="list-style-type: none"> 8 years Facilities Management Experience, 5 years of which should have been in a management role. |

STRUCTURE



Job profile approved by:

Name (Incumbent)

Signature

Date

Executive Manager

Signature

Date