



ROLE SPECIFICATION FACILITIES MANAGER (PERMANENT POSITION)

EXTERNAL AND INTERNAL ADVERT

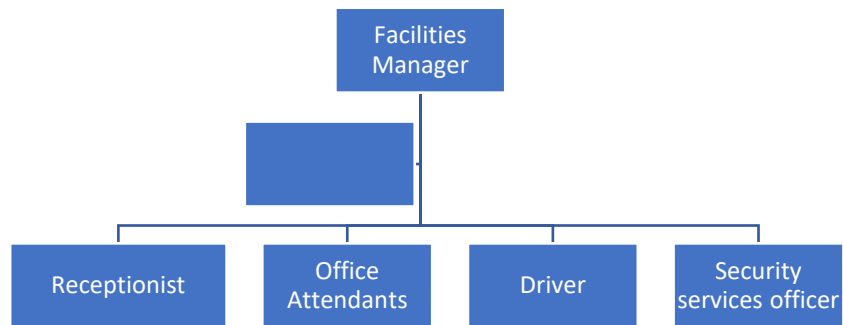
TO	SANRAL Staff / External (www.nra.co.za)
REPORTS TO	Business Operations Executive
DATE	02 February 2024
GRADE	D
SALARY	Market-related
LOCATION	SANRAL Head Office, 48 Tambotie Avenue, Val de Grace, Pretoria
APPOINTMENT TYPE	Permanent

POSITION OBJECTIVE:

To provide a safe and productive work environment for employees and ensuring business continuity. To provide effective management and functioning of the SANRAL Head Office building and premises (and satellite offices if relevant), as well as the regional road network facilities (e.g. toll plazas and weighbridges if relevant).

ORGANISATIONAL STRUCTURE

Facilities Management



MINIMUM REQUIREMENTS:

- Bachelor's degree or Advanced Diploma in Facilities management, Built Environment or equivalent NQF 7 qualifications.
- 5 years minimum facilities or property management experience, which includes project management experience.
- 3 years minimum supervisory experience

TECHNICAL COMPETENCIES:

- Facilities & property management - Sound knowledge of the best practices related to the efficient and cost-effective management and operation of facilities.
- Facility standards and regulations - An understanding of the standards and regulations that govern facility operations to ensure compliance.
- Technical Experience and knowledge of working with intricate HVAC systems.
- Technical Experience and knowledge of working with industrial/commercial size generators.
- Technical Experience and knowledge of working with solar systems.
- Communication - Good interpersonal skills, people skills, organising and ability to communicate and interact effectively with all levels of the organisation.

- Conflict resolution - Ability to identify and handle conflicts sensibly, fairly, and efficiently.
- Co-ordination - Ability to manage and co-ordinate multiple activities and stakeholders.
- Contract management - Sound ability to manage contracts made with third party vendors, contractors or consultants and the ability to negotiate, support and manage the effectiveness of those contracts.
- Delivery:
 - Responsible for day-to-day delivery of key activities and reporting within the process area
 - Identify / resolve day to day issues and act as a point of escalation.
 - Providing sign-off or approval where needed and act as a SME.
 - Ensure compliance to internal controls, standards and regulations.
 - Stakeholder engagement with internal customers

KEY RESPONSIBILITIES:

Strategic planning & oversight

- Oversee the implementation of facilities management and maintenance programme in line with the operational requirements of SANRAL including maintenance requirements by set by manufacturers of facility related equipment and systems.
- Develop and implement a facilities operational plan.
- Ensure all procurement are added to procurement plan.
- Identify potential disruptions to core business operations and develop recovery plans.
- Participate in business continuity planning.
- Ensure adherence and implementation of all standardised policies and procedures for facilities management in SANRAL.
- Manage and update facility budget, and track expenses and payments.
- Prepare regular management and operational reports for facilities including issues, finances, performance of contracts etc.
- Assist with facility audits.

Facilities contract management and administration

- Prepare tender documentation for contracting facility services and liaise with Supply Chain Management
- Manage contractor and vendor relationships.

- Manage and review service contracts regularly to ensure facility management needs are being met and SLA's are adhered to attend to queries and challenges from service providers with regards to SLA's
- Ensure contracts and required facility documentation are stored and maintained in SANRAL's record management system.
- Capture required employment data for service providers.

Facilities management, co-ordination and control

- Plan, direct and co-ordinate essential internal services such as reception, security, catering, cleaning and security. Ensure that facility staff is efficiently utilised.
- Co-ordinate and assign daily tasks to company driver.
- Supervise and co-ordinate contractors ensuring professional execution of tasks.
- Ensure regular inspections of the buildings and premises to determine the need for repairs or renovations.
- Oversee renovations and maintenance of facilities.
- Create and upkeep the maintenance diary.
- Ensure any updates to asset register related to facilities are communicated to finance department on monthly basis.
- Ensure that facilities meet Health and Safety regulations and are compliant with legislation. Liaise with Legal and Compliance where necessary.
- Respond appropriately to emergencies or urgent issues as they arise.
- Allocate and manage facility space, including parking allocation, to ensure maximum efficiency.
- Ensure stocking of relevant resources and equipment
- Provide prompt response to requests and issues raised by staff.
- Ability to work under pressure
- Analytical thinking and problem solving capabilities

EMPLOYMENT REFERENCE CHECKS

Employment reference checks are a requirement as part of SANRAL's recruitment and selection process. In order for SANRAL to conduct these checks a consent form needs to be completed and signed by the applicant. As an applicant of this position, you authorize SANRAL to process all the information provided for the purpose of your application for the position as well as the verification and record keeping of such credentials.

Please note that this is a confidential document and is intended for internal use by SANRAL's Human resources department only.

EMPLOYMENT EQUITY

Appointments will be made in accordance with SANRAL's Employment Equity plan.

SANRAL reserves the right not to fill any position

Closing date for applications:

Please submit your CV to through SANRAL's career portal.

Job Specification approved by responsible Manager: Adolph Tomes	
Signature:	Date:

For and on behalf of:
Executive responsible for Human Resources