



INTERNAL/EXTERNAL ADVERTISEMENT

DATE	13 July 2016
JOB TITLE	Facilities Specialist
REPORT TO	Properties and Facilities Manager
MAIN PURPOSE OF THE JOB	<ul style="list-style-type: none">The incumbent will be responsible to provide technical support to Facilities Management Services within the Bank. This involves end to end Project Management and the supervision of internal facilities/support function.
NO OF INCUMBENTS	1
KEY PERFORMANCE AREAS	<ul style="list-style-type: none">1. Remedial & Planned Maintenance<ul style="list-style-type: none">Planning/Coordinating remedial and planned maintenanceCoordinate service contracts for planned maintenance (e.g. lifts, air conditioners, etc.)Manage outsourced service providers and Service Level Agreement2. Compliance to Occupational Standards<ul style="list-style-type: none">Compilation of maintenance and other project work specificationsRegular and scheduled facilities inspectionsFacilitate the remedial of any non-complianceCompliance with occupational standards, ensuring all relevant certification and compliance certificates for facilities are in place3. Physical Relocation and Project Management<ul style="list-style-type: none">Co-ordinate the procurement of office equipment and furniture and co-ordinate physical moves and churnsCompile Work SpecificationsManage fit-out projects4. Support Services<ul style="list-style-type: none">Manage postal and courier services, driver services and handyman services
LOCATION	<ul style="list-style-type: none">Head Office, Centurion
PREFERRED MINIMUM EDUCATION	<ul style="list-style-type: none">Relevant 3 year tertiary qualification in facilities and building/property
PREFERRED MINIMUM EXPERIENCE	<ul style="list-style-type: none">3 years facilities and building related experience
CRITICAL COMPETENCIES	<ul style="list-style-type: none">Knowledge of relevant policies and procedures and legislation, together with industry standardsKnowledge of asset lifecycle management and contract management



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	<ul style="list-style-type: none">• Excellent co-ordination and time management skills• Project management skills• Attention to detail• Interpersonal and communication skills• Analytical skills• Problem solving skills• Ability to multi-task• Customer-focused• Deadline driven• Ability to work under pressure
ADDITIONAL REQUIREMENTS:	<ul style="list-style-type: none">• Travelling and overtime when required
<p><i>Appointment will be made in line with Employment Equity objectives of the Bank</i></p>	
APPLICATIONS:	<p>If you meet these requirements, forward your completed internal application form and CV to : <u>RecruitmentH@landbank.co.za</u></p> <p>NB. Please do not send certificates, testimonials, etc. with your application. If no response is received from our office within two months of the closing date, please consider your application unsuccessful.</p>
CLOSING DATE:	20 July 2016