



## 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"> <li>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.</li> </ul>
NO OF INCUMBENTS	1
KEY PERFORMANCE AREAS	<p><b>1. Remedial &amp; Planned Maintenance</b></p> <ul style="list-style-type: none"> <li>Planning/Coordinating remedial and planned maintenance</li> <li>Coordinate service contracts for planned maintenance (e.g. lifts, air conditioners, etc.)</li> <li>Manage outsourced service providers and Service Level Agreement</li> </ul> <p><b>2. Compliance to Occupational Standards</b></p> <ul style="list-style-type: none"> <li>Compilation of maintenance and other project work specifications</li> <li>Regular and scheduled facilities inspections</li> <li>Facilitate the remedial of any non-compliance</li> <li>Compliance with occupational standards, ensuring all relevant certification and compliance certificates for facilities are in place</li> </ul> <p><b>3. Physical Relocation and Project Management</b></p> <ul style="list-style-type: none"> <li>Co-ordinate the procurement of office equipment and furniture and co-ordinate physical moves and churns</li> <li>Compile Work Specifications</li> <li>Manage fit-out projects</li> </ul> <p><b>4. Support Services</b></p> <ul style="list-style-type: none"> <li>Manage postal and courier services, driver services and handyman services</li> </ul>
LOCATION	<ul style="list-style-type: none"> <li>Head Office, Centurion</li> </ul>
PREFERRED MINIMUM EDUCATION	<ul style="list-style-type: none"> <li>Relevant 3 year tertiary qualification in facilities and building/property</li> </ul>
PREFERRED MINIMUM EXPERIENCE	<ul style="list-style-type: none"> <li>3 years facilities and building related experience</li> </ul>
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> <li>Knowledge of relevant policies and procedures and legislation, together with industry standards</li> <li>Knowledge of asset lifecycle management and contract management</li> </ul>



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