



**City of Johannesburg**  
Pikitup

Pikitup Head Office  
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www.pikitup.co.za  
www.joburg.org.za

## EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
Senior Manager: Facilities	Operations	D

**PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019**

**CLOSING DATE: MONDAY, 02 DECEMBER 2019**

**REENA BUDREE**  
**EXECUTIVE MANAGER: HUMAN RESOURCES**



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## VACANCY: SENIOR MANAGER: FACILITIES

**Date of the advert: 17 November 2019**

**Closing Date for application: Monday 02 December 2019  
(16h30))**

Department : Operations  
Post Title : Senior Manager: Facilities  
Location : Head Office  
Level : D

**Reference No: HR14/SMF/2019**

### **Post Description**

The purpose of this role is to lead and manage the Facilities Division within the Corporate Services Department, which is responsible for ensuring that working environment is safe and without risk.

### **Key Responsibilities**

- ✓ 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.
- ✓ 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.
- ✓ Ensure management of preparation, projects, construction and procurement.
- ✓ Manage alterations and renovations.
- ✓ Coordinate relocations movement.

### **Minimum Requirements**

#### **Minimum Qualifications**

- ✓ Degree in Facilities management or in the Built Environment.
- ✓ Project Management.

#### **Minimum Experience**

- ✓ A minimum of 6 years' experience in Facilities Management.
- ✓ A minimum of 5 years of which should have been in a management role.

### **Required Competencies**

#### **Knowledge**

- ✓ 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

#### **Skills**

- ✓ 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.

#### **Behaviours**

- ✓ 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

#### **Preferences/Advantages**

- ✓ Honours' Degree in Facilities or in the Built Environment.
- ✓ 8 years Facilities Management Experience.
- ✓ 5 years of which should have been in a management role.

Interested **applicants** must please complete the application form available on the vacancies page at [pikitup.co.za](http://pikitup.co.za). For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to [recruit172019@pikitup.co.za](mailto:recruit172019@pikitup.co.za) by **16h30** on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

**PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.**