



City of Joburg Property Company SOC Ltd.

1st Floor
Forum 2
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400
www.jhbproperty.co.za

City of Joburg Property Company SOC Ltd

INTERNAL/EXTERNAL ADVERT

Vacancy : Senior Manager: Cleaning Services
Business Unit : Corporate Buildings and Real Estate
Reporting To : General Manager: Corporate Buildings and Real Estate

Ref: SM: CS11/2019-03

Permanent Position

Applicable annual total cost to company is R 1 439 531 – R 1 760 674 (An all-inclusive remuneration package)

Purpose of the position

To lead, direct and manage the overall cleaning operations within the City of Joburg Office buildings, Taxi Ranks, Markets and Rea Vaya Transport Facilities with the goal to maximize the organisation's efficiency, productivity and performance, by making sure all operations are running smoothly in an efficient, organised, cost-effective and safe manner.

Key Performance Areas

1. Planning the organizational activities by establishing tasks, objective and priorities
2. Developing, implementing, coordinating, reviewing, evaluating, improving business procedures and policies, as well as organizational activities and initiatives
3. Direct operations in compliance to Legislative Requirements and cleaning industry standards (OHASA, Building Regulations, Environmental Health By-laws)
4. Develop and Manage a Budget for the Business Unit
5. Ensure delivery of the JPC strategic delivery agenda through the Business Unit's activities
6. Manage an effective and efficient Cleaning programme across the city for all its Office buildings, Taxi Ranks, Markets and Rea Vaya Transport Facilities



Non-Executive Directors: Moeketsi Rabodila (Chairperson), Prof Hamanth Kasan, Motshubi Letsapa, Maggie Mojapelo, Obakeng Mongale, Kululwa Muthwa, Yongama Pamla, Lonwabo Qina

Executive Directors: Helen Botes (Chief Executive Officer)
Imraan Bhamjee (Chief Financial Officer)
Acting Company Secretary: Makwena Pertunia Mohlabi
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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7. People Management

8. Financial Management

Qualifications and Experience

- A Bachelor's Degree/B Tech (NQF level 7) equivalent in
 - Business Management or
 - Business Operations or
 - Property Management or
- 6 - 8 years of experience in the direct management of large projects with responsibility for co-ordination, and project and programme scheduling.

Added Advantage

- Postgraduate degree in Business Management and/or Advanced qualification in Project and Programme Management,
- National Certificate or Diploma in Occupational Health

Knowledge and Skills

- Experience in People Management skills
- Track record in service delivery projects of large scale and complex property development projects
- Good understanding of land and property related legislation, land economics and urban design
- Extensive knowledge of property developments conceptualisation and packaging
- Management of capital operating budgets



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Note:

- JPC is an Employment Equity Employer; therefore, appointment will be made in accordance to the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to **JOBS@jhbproperty.co.za**, quoting the relevant reference and job title. Should you have any queries kindly contact the Human Capital Department Nomthandazo Dlanga on 010 219 9083
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.
- JPC reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Should you not hear from us within 6 weeks after the closing date, you may consider your application as an unsuccessful.

Closing Date: 22 November 2019



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