



Administration Officer: Building Management (CMS02/2022)

Salary: R261 372.00 per annum

Centre(s): Pretoria

Requirements:

- National Diploma (NQF 6) in Building Management, Real Estate Management, Facilities Management or relevant qualification within the related field plus a minimum of one (1) year experience in property management.
- Knowledge of lease management, contract management, budgeting, and communication skills, sufficient knowledge of specific computer software packages and efficient use of associated hardware.
- Knowledge of public service financial legislative frameworks.
- Problem solving and analysis, people management and empowerment, client orientation and customer focus.
- Adequate skills in computer use, advanced skills in financial, good interpersonal relations.
- Ability to gather and analyse information.
- Ability to develop and apply policies.
- Ability to work individually and in team.
- Ability to apply policies, strategies and legislation.
- Good interpersonal relations skills.
- Ability to work under pressure and character beyond reproach and sense of responsibility and loyalty.

Duties:

- Administration of building management functions.
- Procurement of new or alternative or renewal office accommodation for the department regional offices as per client's request.
- Coordinate client's forums and meetings with DPWI and landlord.
- Administration of utility accounts.
- Receive, verify Telkom accounts and ensure correctness upon receiving department's invoice accounts, prepare BAS payments and submit to finance within two (2) days.
- Compile monthly telephone expenditure reports.
- Administration of maintenance services and coordinating compliance on buildings regulations.
- Conduct site inspections, physical condition assessment and draft reports for all inspected offices, advice DPWI of the recommendations as per the outcome of the reports.

- Ensure compliance of occupational health and safety act and building regulations for all department offices.
- Telecommunication infrastructure installations.
- Receive, analyse and ensure that all requests for telephone installations are processed.
- Ensure that upgrades of telephone lines are prepared and sent to Telkom and faulty lines are reported.
- Compile telephone service request spreadsheet.

Enquiries: Mr D Sikhwari
Tel: 012 399 8534

For attention: Human Resource Management

Closing date: 04 July 2022.

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- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
 - Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
 - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **Entry level requirements for senior management service (SMS) posts:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.