



Assistant Director: Buildings management services (CMS31/2022)

Salary: R 382 245 per annum (Total package of R 556 515 per annum)

Centre(s): Pretoria

Requirements:

- Degree/National Diploma on (NQF6) in Building Management/Real Estate/Facilities Management or Built Environment qualification.
- A minimum of 3-5years experience in building management or related field.
- Knowledge of DPWI and Insight GIAMA. Public Service legislation, PFMA and Treasury Regulations.
- Understanding of building management legislation and regulatory framework.
- Knowledge of lease, contract and project management.
- Knowledge of drafting of maintenance guidelines, policies, regulations, and directives.
- Skills required: Communication (verbal and writing), Organization and planning, research, good interpersonal relations and computer literacy.
- Administrative procedures.
- Ability to interpret and apply policies, directives and prescripts. Ability to work under pressure.

Duties:

- Administer building functions and lease of all building.
- Coordinate and monitor requests for new, alternative and renewal of office accommodation.
- Coordinate needs analysis and end user engagement on specification for accommodation.
- Consolidate monthly accommodation status updates and reports.
- Update or compile U-AMP to be submitted at DPW. Facilitate maintenance services in all departmental buildings. Conduct proactive maintenance in all buildings. Monitor maintenance projects.
- Administer tenant installations on all leased renewals.
- Monitor proficient administration of electricity, water, municipal and other utility accounts.
- Ensure telephone equipment's are upgraded.
- Ensure payment of Telkom account.
- Monitor implementation of the energy efficiency strategy and action plan for low cost.
- Coordinate implementation of energy efficiency awareness in the regional offices.
- Ensure energy efficiency inspections at regional offices.

Enquiries: Mr Z Mokganye
Tel: 012 309 8654

For attention: Human Resource Management

Closing date: 03 October 2022.

- 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.