

**Position:** Facilities Supervisor  
**Department:** Operations Department  
**Closing Date:** 13 October 2023

### **QUALIFICATIONS AND EXPERIENCE**

- A matric certificate or an equivalent;
- A post-matric certificate/diploma/degree, which would be advantageous;
- A valid driver's licence;
- At least five years' experience in building supervision;
- Experience in facilities management as well as occupational health and safety (OHS);
- Technical knowledge in the electrical, plumbing, building and facilities management fields;
- Knowledge of the importance of environmental sustainability in facilities management, including:
  - Awareness of the differences between the strategic and operational functions of facilities management;
  - An understanding of the pros and cons of insourcing versus outsourcing the facilities management functions; and
  - A recognition of the relationship between organisational culture and facilities management.
- Knowledge of drafting and implementing a facilities management strategy and communication thereof through policies and processes;
- Knowledge of facilities management maintenance, lifecycles and budgeting;
- Experience in managing projects, internal staff and external service providers;
- Experience in facilities management tendering and contract management processes; and
- An understanding of technology, facilities management business continuity and facilities risk management.

### **ATTRIBUTES**

- A team player who is prepared to assist others, as the need arises.
- Good people skills and the ability to communicate effectively, both verbally and in writing.
- Unquestionable integrity and objectivity.
- Data management knowledge.
- Good project and time management skills.
- Creative problem-solving skills and critical/assimilated thinking.

## **JOB REQUIREMENTS**

- Manage general building maintenance.
- Oversee contracts for facilities-related service providers, including the building lease agreement.
- Manage OHS matters and compliance with relevant legislation.
- Supervise and control the facilities-related inventory.
- Oversee and co-ordinate the occupational health, safety and security of staff in their use of the building.
- Manage the Facilities Unit staff, including the contractors and the carwash scheme.
- Act as the project manager for IRBA events that are held onsite.
- Manage the internal events held at the IRBA.
- Prepare and submit monthly reports and other financial information that relates to facilities management.
- Assess the training needs of the Facilities staff and recommend training for them.

**Kindly email applications and curriculum vitae (CVs) to [hr@irba.co.za](mailto:hr@irba.co.za).**

***The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to candidates from designated race groups (particularly Indian candidates and those with disabilities). Correspondence will be limited to just the shortlisted candidates. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives the IRBA permission to perform background, security, credit and reference checks, and to verify documents and qualifications. As this position requires trust and honesty, in addition to the handling of cash and duties that relate to finances, relevant credit checks will be performed on candidates. Shortlisted applicants may be asked to complete a psychometric assessment before a final appointment is made.***

***To consider any application for employment, we will have to process each applicant's personal information. The Protection of Personal Information Act 4 of 2013 provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner. Therefore, to give effect to this, the IRBA is under a duty to provide you with various details pertaining to the processing of any applicant's or their representative's personal information. These details are housed under the HR Processing Notice that can be accessed and viewed on the IRBA website at <https://www.irba.co.za/library/pop-i-act>; and we request that you kindly download and read this notice prior to responding to this job advert.***

***Only CVs received directly from individual candidates or recruitment agencies appointed by the IRBA will be considered. So, all suitable candidates who are not registered with IRBA-appointed recruitment agencies are encouraged to apply for this position directly, for them to be considered.***