

FACILITIES OFFICER: ZONE OPERATIONS DIVISION

Reporting to the Facilities Manager, the Facilities Officer will be required to provide professional facilities management services to TASEZ's tenants.

KEY RESPONSIBILITIES

- Management of non-technical services, including cleaning operations, landscaping, pest control, waste management, parking, catering, utilities management, mailing, fleet management and receptionist function
- Management of external service providers
- Arranging service schedules for maintenance-related work
- Ensuring adherence to TASEZ's health, safety & risk management policies -
- Perform monthly inspections as per the register and file hard copies for record keeping (quality management)
- Manage non-core Service Level Agreements
- Manage all utility-related matters within the special economic zone
- Ensuring timeous auditing of municipality accounts
- Validation of utility billings in terms of payments, consumption data and rand value
- Consumption data comparison with bulk check metering.
- Logging and follow up of any queries on the municipal accounts with the relevant municipalities
- Approve and submit monthly payment schedule for tenants billing to finance for processing

COMPETENCIES/KNOWLEDGE

- Procurement processes
- SLA and contract management
- OHS Act
- Technical report writing
- Computer literacy (MS Office)

ESSENTIAL SKILLS

- Stakeholder management
- Decision making
- Communication
- Analytical
- Numerical
- Customer service

KEY ATTRIBUTES

- High level of flexibility to attend to after-hour call outs (if required)
- Ability to work in team environment
- Honesty
- Strong work ethic
- Determination

QUALIFICATIONS

A Degree or National Diploma (NQF Level 7) in one of the following:

- Facilities Management
- Project Management
- Administration Management
- Finance
- Hospitality Management
- Logistics Management
- Contracts Management

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za.

CLOSING DATE

The closing date for applications **08 August 2022**.