



INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to enhance our Facilities unit:

Temp: Facilities Administrator (B5)

Salary R23 637.00 pm

FIXED TERM CONTRACT ENDING 28 FEBRUARY 2022

Head Office

Purpose – To support and assist the Facilities team in the day-to-day operations of the office building, making sure that health and safety standards are met and other tasks assigned.

Duties: The duties include but are not limited to the following:

1. Provide administrative support on all matters related to office and facilities management;
2. Procure all goods and services pertaining to the unit;
3. Prepare and update all office and facilities management requisitions;
4. Administer the implementation of work orders at head office;
5. Prepare maintenance schedules;
6. Support the Manager: Facilities in ensuring quality for the maintenance undertaken;
7. Support the Manager: Facilities in inspecting the work undertaken;
8. Ensure that all service providers appointed work within the agreed service level agreements;
9. Provide support to the Manager: Facilities during and after the procurement process to ensure that the supply chain management process is followed;
10. Support the Manager: Facilities and ensure that the supply chain management is followed prior to commencement of work by the service providers;
11. Create and maintain a sound document management system for Facilities Unit;
12. Ensure that the boardrooms are safely secure and that equipment is monitored and stored;
13. Liaise with cleaning staff to ensure that all the boardrooms have adequate supplies at all times;
14. Administer the issuing of Access Cards to Employees and relevant stakeholders;
15. Provide support to the Manager: Facilities in implementing health and safety standards within the organisation;
16. Act timeously to internal staff requests relating to facility matters and matters relating to fixed assets;
17. Compile monthly reports on activities and assets;
18. Being available to attend to emergencies when necessary;
19. Ensure that best operating practice is applied when undertaking maintenance tasks / repairs;
20. Attend to all maintenance admin duties;
21. Perform ad hoc tasks as requested.

Qualities, experience, knowledge and skills required:

- Diploma (NQF level 6) in Office Management/Administration, Facilities Management (or similar)
- 1 year working experience in facilities or related function



- Functional knowledge of procurement process
- Knowledge of OHS act
- Technical property related experience
- Customer and supplier liaison experience
- Knowledge of modern office practices, procedures, and equipment
- Knowledge in facility and property management, construction procedures, business practices, safety and fire codes
- Deadline driven
- The ability to communicate at all levels (including contractors and suppliers)
- Good interpersonal skills and a customer service focus
- High level of assertiveness
- Strong attention to detail
- The ability to work independently and responsibly
- Oral and written communication skills
- General administrative and report writing skills
- Problem solving skills
- Computer proficiency skills
- Time management skills

The MERSETA is an equal opportunity employer; however, preference will be given to affirmative action candidates. ***People with disabilities are encouraged to apply.*** Please submit a detailed CV and motivational letter to: recruitment@merseta.org.za

Only shortlisted candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful.

The MERSETA reserves the right to not make an appointment.

CLOSING DATE: 24 August 2021