



City of Johannesburg Pikitup

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VACANCY: GENERAL MANAGER: FACILITIES AND SECURITY MANAGEMENT

Date of the advert: 06 October 2024

Closing Date for applications: 18 October 2024

Position : General Manager: Facilities and Security Management
Department : Corporate Services
Location : Head Office
Level : Task 19/ Level E 1
Reporting to : Executive Manager: Corporate Services
Reference : GMFSS: 06

The purpose

The purpose of this role is to formulate and lead the implementation of both Facilities and Security strategies and policies by eliminating/minimizing adverse effects on people, company assets and interest whilst ensuring compliance with legal and business requirements. Managing the full administrative services , building and technical services of Pikitup properties thus ensuring that the operations run smoothly, efficiently and effectively ; whilst ensuring that the working environment is safe and without risk.

Key Responsibilities

- ✓ Manage and coordinate projects in conjunction with Consultants, Architects and Engineers.
- ✓ Workplace: procure and maintain furniture and equipment in conjunction with the Disposal Committee. Ensure availability and installation of equipment, technology (IT, datacom and voice) and furnishings.Ensure code compliance in accordance with legislation and standard e.g. OSH Act, SABS.
- ✓ Space Planning, Allocation and Management.
- ✓ Liaise with Finance and Personal Consumption Expenditures (PCE) regarding budget and Capex control.
- ✓ Identify price and property trends regarding lease of building.
- ✓ Identify, selected and acquire sites and buildings.
- ✓ Ensure that building leases and real estate disposals are properly executed.
- ✓ Liaise with PCE to ensure implementation of planning.
- ✓ Ensure management of preparation, projects, construction and procurement.
- ✓ Manage alterations and renovations.
- ✓ Coordinate relocations movement.
- ✓ Manage the process of outsourcing operations, maintenance and repairs to a facilities management company.
- ✓ Coordinate and manage the facilities management company.
- ✓ Ensure daily preventative maintenance by coordinating contractors.

- ✓ Custodial maintenance, e.g., installations: make applications to authorities for installation of services. Make requests for e.g., power increases.
- ✓ Budgeting, Accounting and Economic Justification.
- ✓ Telecommunications, data communication, wire and network management.
- ✓ Supervision/ Management of employees and staff development.
- ✓ Manages internal and external stakeholder relations by developing and maintaining strategies relationships and effective communication.
- ✓ Lead forensic investigations.
- ✓ Lead the Security Team focusing on key performance areas development, harmonisation and change management.
- ✓ Strategically managing overall Security business and financial plans.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Minimum Qualifications

- ✓ Bachelor's Degree in facilities management/security management/criminology/police studies / forensic science/law related is a requirement.

Minimum Experience

- ✓ A minimum of 8 years relevant experience in Facilities and Security Management of which 5 years in a managerial role.

Preference/ Advantage

- ✓ Relevant Postgraduate Degree.
- ✓ A PSIRA Grade A.

Required Competencies

Knowledge

- ✓ Strong commercial understanding.
- ✓ Understanding of Municipal Finance Management Act (MFMA) and related regulations.
- ✓ Knowledge of South African labour legislation.
- ✓ Knowledge of security industry standards, best practices and trends in the discipline.

Skills

- ✓ Strong communication and diplomacy skills.
- ✓ Analysis and problem-solving skills.
- ✓ Human Resources Management skills including performance management
- ✓ Report writing skills.
- ✓ influencing and collaboration skills.
- ✓ Computer skills including Ms Word and Excel.

Behaviour

- ✓ Strategic thinking.
- ✓ Strategy formulation and implementation.
- ✓ Conflict Management including negotiation and mediation.
- ✓ Effective verbal and written presentation at all levels;
- ✓ Change Management.
- ✓ Project Management.
- ✓ Basic Finance and Budgeting.

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to gmfsspik@mjvrecruitment.co.za by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of the email. For enquiries contact **Lindsay Masimbe – Tel:011 410 9477**.

- Please quote the above position name and the reference number on all correspondence relating to this advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related processes.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES).