



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

Director: Facilities Management

Remuneration Package: R1,057,326.00 per annum (Incl. benefits)

Reference: (Ref. S002/2020)

Pretoria

The incumbent will be required to: Plan and provide a strategic support function to the National Treasury facility-related services in compliance with the demands of its stakeholders and other relevant legislative requirements.

Qualifications and Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Administration/ Operations Management/ Project Management or related field • A qualification in the Built Environment/ Property Management will be an added advantage • A minimum 5 years' experience at a middle management level (Deputy Director) in the management of facility-related services • Knowledge of the Public Service Framework • Knowledge and experience of property management principles • Knowledge and experience of Accommodation and Office Space Planning • Knowledge of Contract Management and the interpretation and implementation of contracts with suppliers.

Some key Outputs include: Stakeholder Management: Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the National Treasury • Review stakeholders Service Level Agreements continuously to improve internal and external relationships with stakeholders • Implement an improved problem resolution mechanism within the Facilities Management environment to timeously address concerns • Perform research on stakeholder analysis, identification and engagement in the development of project and

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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business requirements. • Support the organization in achieving its strategic objectives by interpret and influence both the external and internal environments and creating positive relationships with stakeholders through the appropriate management of their expectations and agreed objectives **Contract Management:** Oversee the contract management portfolio and implement clear guidelines and specifications for execution • Monitor and review Service Level Agreements continuously to improve relationships with stakeholders and maintain service standards • Perform research on best practices in the contract management environment to keep abreast with international practices • Develop guidelines on Contract Management process utilisation and facilitate awareness workshops in the organisation **Accommodation and Space Planning:** Plan the allocation of accommodation utilisation and monitor the compliance pertaining to Occupational Health and Safety Standards • Monitor Office Space Planning continuously and optimally exploit available space to meet the needs of internal stakeholders • Interpret the property portfolio and influence the internal environment through the appropriate accommodation management and utilization • Perform research on best practices in accommodation and space planning processes to keep abreast with international practices **Resource Optimization:** Develop and implement relevant policies, procedures and systems to comply with legislative requirements • Enhance the utilisation of facilities through continuous maintenance and interaction with service providers • Develop and implement a Facilities Operational Plan aligned to Departmental objectives.

Applications may be sent via e-mail to Recruit.CS@treasury.gov.za

Closing date: 31 January 2020 at 12:00 pm

Please note: We only accept applications sent via email to the above-mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

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For further information regarding the positions please visit our careers page:
<http://www.treasury.gov.za/careers/default.aspx> or contact Ms Lorraine Pale, 012 406 9087

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