

## JOB TITLE: NATIONAL FACILITIES MANAGER

Small Enterprise Finance Agency Soc Ltd (**sefa**), a development finance institution (DFI), established to provide access to finance for Small, Medium and Micro Enterprises (SMMEs) including Co-operatives owns sizeable properties in seven provinces which mandate is to grow and nurture small businesses and contribute towards business growth and sustainability. **sefa** seeks to employ the **National Facilities Manager**. **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and is an entity under the Executive Authority of the Department of Small Business Development (DSBD).

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**PURPOSE OF THE JOB:** Reporting to the **PROPERTY MANAGER**, the successful candidate will oversee all the property facilities management activities.

**KEY PERFORMANCE AREAS:** The incumbent will be required to perform, inter alia, the following key focus areas:

- Prepare annual and 24 months preventative maintenance programs formulation
- Implement and ensure adherence to policies, processes and procedures. Perform tenant verifications quarterly.
- Ensure that all procurement is compliant with **sefa** procurement policy
- Compile budget inputs in accordance with policies, procedures and legal requirements
- Manage costs against approved budget
- Ensure and maintain compliance to relevant building compliance legislation.
- Supervise and coordinate all maintenance service and repairs pertaining to building and related equipment.
- Coordinate maintenance activities.
- Conduct inspections of facilities, assess problems and implement improvements in operations.
- Ensure that building records are in order
- Ensure all services and service provider SLA's are on record.
- Maintain accurate records with regard to annual inspection of equipment and general preventative maintenance.
- Monthly and quarterly reporting to HOD and Executive Management
- Determine human resource requirements for individual tasks, with input from stakeholders, to determine staffing levels and required competencies

### TECHNICAL SKILLS & EXPERIENCE:

- The successful candidate must be in possession of a B Degree in Property Management or Finance or Business Management (NQF Level 7)
- Post degree qualification in property management will be an added advantage
- 7 to 10 years' experience in Facilities Management
- Must have experience in retail, office and light industrial properties

- Sound knowledge of Facilities Management
- Sound knowledge of risk management within a property portfolio
- Sound knowledge of legislation relevant to facilities management

**EMPLOYMENT EQUITY:**

*sefa is an equal opportunity employer, and as such preference will be given to qualifying candidates from the designated groups.*

**To apply for this role, interested persons are required to forward their comprehensive CV with covering letter of motivation to: [recruitment@sefa.org.za](mailto:recruitment@sefa.org.za) quoting the position applied for.**

**CLOSING DATE 23 April 2021**