

## JOB TITLE: REGIONAL FACILITIES MANAGER \_ sefa PROPERTIES

Small Enterprise Finance Agency Soc Ltd (**sefa**), a development finance institution (DFI), established to provide access to finance for Small, Medium and Micro Enterprises (SMMs) 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 **Regional Facilities Manager to oversee these properties**. **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).

**JOB TITLE:** Regional Facilities Manager

**PURPOSE OF THE JOB:** Reporting to the **National Facilities Manager**, the successful candidate will ensure that all buildings, grounds, and equipment are well maintained and in optimal working condition. Implements departmental policies and procedures and ensures that all operations are in accordance with established health and safety regulations. Prepares reports and maintains records and files as needed.

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

- Ensure that OHSA requirements are effectively implemented.
- Ensure and maintain compliance to relevant building compliance legislation.
- Management of appointed repairs and maintenance contractors.
- Verification and validation of works completed by contractors.
- Coordinate maintenance activities.
- Liaise with tenants with regards to operational problems and respond to call outs.
- Conduct inspections of facilities, assess problems and needs and implement improvements in operations as per schedule.
- Ensure that centre operations comply with established procedures, policies, regulations and codes.
- Respond timeously and follow up on tenant and customer complaints
- Conduct tenant premises handover and vacation inspections
- Ensure and report tenant adherence to building regulations and landlord's house rules.
- Diagnosis and draft specifications for maintenance and repairs works (pre-emptive and reactive).
- Respond to emergency call outs after hours.
- Produce quarterly reports on planned and adhoc maintenance
- Prepare the annual facilities management property portfolio budget aligned to the Property Management Strategy.

### EDUCATION & EXPERIENCE:

- BTech Degree/Diploma in Building Technology, Civil or Mechanical Engineering
- 3 to 5 years' experience in Facilities Management
- Experience in managing shopping centres incubators, hives of industry, and industrial parks
- Sound knowledge of Facilities Management
- Sound knowledge of risk management within a property portfolio
- Sound knowledge of legislation relevant to facilities management
- Knowledge of procurement policies and procedures
- Report writing

**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**