



DATE ADVERTISED: 14 JULY 2025

VACANCY

MANAGER- FACILITIES MANAGEMENT

EAST LONDON

GRADE 17 (TOTAL COST TO COMPANY)

5 YEAR FIXED-TERM CONTRACT

KEY DUTIES AND RESPONSIBILITIES

The role entails facilities management and maintenance projects within the ECDC properties portfolio, industrial, commercial, residential and offices. The incumbent shall be responsible for ensuring effective facilities management planning for planned and adhoc maintenance of properties including applying the principles of project management which entail quality, timeframe, budget parameters, and contracts management, while ensuring compliance with relevant and applicable regulations including occupational health and safety regulations. The role entails responsibility for office parameter environment management, security services procurement and management, ECDC office lease management, and general maintenance of all ECDC owned properties. In relation to maintenance and refurbishment projects, the incumbent shall be expected to prepare individual project reports on status, expenditure, variations, delays, etc for projects and submit to the Executive Manager: Properties and Facilities Management, undertaking continuous monitoring and evaluation of project performance to ensure delivery of project objectives and retention of existing clients, as well as risk management to identify and mitigate risk for effective facilities management.

MINIMUM REQUIREMENTS

Relevant bachelor's degree or equivalent in-Built Environment. Professional accreditation will be an added advantage.

At least 7 years relevant experience in the built environment preferably in facilities maintenance management of which 3 years should be at supervisory or senior consultant level.

An in-depth understanding of facilities management and/ or Infrastructure programme management, advanced project and maintenance management, sound understanding of Health, Safety and Environmental legislation and its application to the built environment; as well as working with multi-disciplinary teams is a pre-requisite.

This is a contract position for 5 years, and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, the ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Please send your detailed CV and certified copies of qualifications to The Human Resources Department

Tel: (043) 704 5620

Email: humanresources@ecdc.co.za

Closing date: 28 JULY 2025
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