



## VACANCY

**COORDINATOR: FACILITIES MANAGEMENT  
PERMANENT CONTRACT BUFFALO CITY AND AMATOLE – EAST LONDON  
GRADE 12 - R489 600 - R695 800 TOTAL COST TO COMPANY**

The incumbent will be responsible for supporting facilities management relating to the regional office and investment properties. Role responsibilities entail activities relating to preventative property maintenance; ad hoc property maintenance; internal infrastructure operations (water, electricity, etc.); arrangements for installation and maintenance of fixtures; arrangements relating to effective management of office environment and immediate external environment and parameters; arrangements relating to office premises cleaning, fumigation services and occupational health and safety services; procurement and contract management relating to security services; and facilitating interventions relating to emergency action response approval and associated repairs. The work of the incumbent shall entail provision of support relating to pre-planning including assessment of condition of facilities (office and investment asset properties), determination of required works, costing and recommendations for inclusion of the same in budget processes, preparation of specifications for the required repairs & maintenance, monitoring of the performance of service providers and authorisation of payments. On an annual basis the incumbent shall be expected to support the development of regional office maintenance plans for approval by immediate supervisor.

### MINIMUM REQUIREMENTS

- National Diploma in the Built Environment, Quantity Surveying or Civil Engineering.
- Minimum 3 years relevant experience of which 2 years must be within facilities management and/or infrastructure project management.

This is a permanent contract position and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within 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](mailto:humanresources@ecdc.co.za)  
**Closing date: 06 January 2025**