

## Vacancy Advert: Facilities and Maintenance Supervisor

Reference No: FMS 0108

An exciting position has become available at our Head Office in Cape Town. Suitably qualified applicants who possess the requirements specified below are encouraged to apply. SAMWUMED is committed to transformation in Southern Africa.

### PURPOSE OF THE JOB

Facilities and Maintenance Supervisor plays a critical role in overseeing the management, maintenance, and operation of facilities within the organization. Responsible for ensuring that the facilities are safe, clean, and compliant with health and safety regulations.

### KEY PERFORMANCE AREAS WILL INCLUDE, BUT NOT LIMITED TO:

- Manage daily cleaning and maintenance checks throughout the building.
- Conduct daily building inspections and report issues to the Facilities Manager.
- Ensure compliance with OHSA within the workplace, including arranging services, checking equipment, and responding to emergencies.
- Implement a maintenance cycle for all systems to ensure maximum economic life.
- Provide support to the Facilities Manager as needed.
- Implement and maintain best practices, pricing, and SLAs with preferred service providers.
- Monitor staff time and attendance, ensuring accurate logging and monitoring of absenteeism.
- Address facilities desk escalations from the helpdesk, ensuring timely communication with staff, especially during emergencies and escalations.

### QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED:

- Relevant Matric qualification.
- Minimum of 3-5 years' experience in Facilities/Maintenance/Operations.
- Minimum of 3 years' experience managing a team.
- Basic understanding and working knowledge of maintenance.
- Basic understanding of building practices and regulations.
- Valid driver's license and own transport.
- Relevant experience in Occupational Health and Safety.

### COMPETENCIES:

- Proficiency with Microsoft 365 package.
- Excellent interpersonal skills with proven ability to persuade and influence.
- Strong negotiation skills.
- Decision-making and problem-solving abilities.
- Good time and project management skills, including monitoring and planning.
- Ability to work under pressure and maintain high energy levels.

Persons interested in applying for the above position are requested to forward a comprehensive CV [recruitment@samwumed.org](mailto:recruitment@samwumed.org). Persons with disabilities are encouraged to apply.

**The Closing date for applications is Thursday, 16 January 2025.**

The Scheme reserves the right not to make an appointment. Should you not hear from us within two weeks of the closing date, please regard your application as unsuccessful.



Real Heritage. Real People. Real Health Care.

**Disclaimer:**

Your personal data submitted will be dealt with on a strictly confidential and discreet basis and processed in relation to this job application and will be stored and processed securely in accordance with our data information policy and procedures. By submitting an application, you agree to your data being used, stored and processed for the purpose of recruitment.