

Are you a quality driven individual?

Do you have a passion for perfection?

If you answered YES to these questions, you could be just the individual we are looking for.

Section Head/Manager: Facilities & Maintenance

Salary Range R829 320.55 to R975 671.23 per annum (all inclusive)

Overview of the Organisation

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org.

The Position

An exciting and challenging opportunity exists in the Corporate Services Section of NMISA for a Section Head/Manager: Facilities & Maintenance. The successful candidate will oversee all building (including of HVAC) and administrative functions related to maintenance, leases, furniture, electrical, HVAC (air-conditioning in laboratories and offices) and all other service requirements that impact on the office/laboratory environment.

Requirements:

- A Bachelor's degree/Advanced Diploma (NQF Level 7 Qualification) in Facilities Management/ Engineering (mechanical, civil, electrical) Construction or related field.
- A minimum of five years' relevant experience in facilities and building management.
- Proven Project Management experience.
- Knowledge of National Building Regulations, the Building Standards Act, SANS and Property related legislation.
- Knowledge of Occupational Health & Safety (OHS) act and related legislation.
- Knowledge of administrative processes, policies and procedures.
- Experience in managing a team, with a proven track record in achieving targets and developing people.
- Computer literacy in Microsoft Office Suite software
- The following would be an added advantage: ➤ Experience Government supplier management processes ➤ Knowledge of relevant legislation – PPPFMA, PFMA, OHS Act and NAA.

Responsibilities:

- Provide suitable and safe infrastructure and facilities to meet the NMISA's operational needs.
- Lease and contract management.
- Tenant installation and project management.
- Ensure all facilities are compliant with the relevant statutory requirements.
- Budgeting and financial management.
- Draft and submit CAPEX requirements related to facilities.
- Provide management with monthly reports on facilities.
- Be responsible for all aspects of the organisation's vehicles.

Person Specification:

We are looking for a dynamic, positive thinking individual, who has the ability to manage complexity, have planning and organising skills, is resilient and customer service orientated. A unique individual with leadership and interpersonal skills who can communicate at all levels and develop a strong team. Excellent writing skills and fluency in English. The candidate must have the ability to work both as part of a team and independently. The position further requires professionalism when dealing with customers and colleagues, plus a level of excellence that goes above and beyond the commercial considerations and legal requirements.

Please note:

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to previously disadvantaged candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA is focused on recruiting the following candidates in order of preference: Coloured, African, Indian.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.

People with disabilities are encouraged to apply.

Closing date for applications: **31 May 2024**

Correspondence will be limited to short-listed candidates only.

National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to the position that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You voluntarily give NMISA consent to process your personal information and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA)