



FACILITIES MANAGER

(Payclass 10)

Department of Biological Sciences Faculty of Science

The Department of Biological Sciences seeks to appoint a permanent Facilities Manager. The main purpose of this position is to oversee and implement the management, maintenance, and development (including strategic planning) of buildings (John Day Building, HW Pearson Building, research glass house, Bainskloof Field Station) and selected research facilities (including plant propagation facilities and controlled-temperature rooms) falling under the Department Biological Sciences (BIO). Secondary functions include assisting with space planning and allocation in BIO and managing security of and access to BIO physical spaces. The incumbent will work closely with the Head of Department and Department Manager and will liaise with various agencies, both internal and external to UCT.

Requirements for the job:

- Recognized qualification (NQF 6: Diploma / Advanced Certificate), in any of estate management, facilities management or relevant project management.
- Three to five years' experience in the management and maintenance of grounds, buildings and other facilities of a large campus or estate.
- A high level of organizational and planning skills, and problem-solving and analytical skills, including an ability to draft project proposals and budgets.
- Well-developed inter-personal and team-building skills.
- Basic understanding of building structures, electrical systems, air conditioning systems, automotive mechanical systems, and plumbing.
- Intermediate level of competence in the use of computers, including email, spreadsheets, and word processing.

The following would be advantageous:

- An understanding of databases and CAD systems.
- An understanding of the needs of an educational and research environment.

Responsibilities include:

- Development of buildings and facilities in BIO (John Day Building, HW Pearson Building, BIO glasshouses, Bainskloof Field Station, BIO back-up generators) including drafting project proposals and budgets.
- Maintenance and management of buildings and facilities in BIO (John Day Building, HW Pearson Building, BIO glasshouse, Bainskloof Field Station, BIO back-up generators).
- Management and maintenance of deionized water systems, ice machines, and controlled temperature rooms.
- Planning, allocation and management of physical space use (John Day and HW Pearson Buildings).
- People management.

The annual cost of employment, including benefits, is between R580 137 and R682 513.

To apply, please e-mail the documents below in a **single pdf file** to Ms Natasha Khan at recruitment06@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position, and
- Curriculum Vitae (CV)

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted; the interview process will include a competency test.

Telephone: 021 650 3469

Website: <https://science.uct.ac.za/department-biological-sciences>

Reference: E230269

Closing date: 14 July 2023

UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.