



DIVISION: STUDENT SUPPORT SERVICES

DEPARTMENT: STUDENT ACCOMMODATION AND CATERING

POST: MANAGER MAINTENANCE (GROUNDS & FACILITIES)

POST N°5279
PEROMNES GRADE: 09

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Operational Technical Facilities Management
- Development of Policy and Procedure (Administration)
- Monitoring and Evaluation (Audit)
- Budgeting
- Resource Management
- Strategy Development and Execution

APPLICATION CRITERIA:

Qualification/Experience:

- Bachelor's degree (NQF 7) Relevant qualifications related i.e. Electrical Engineering, Plumbing, Waste Management, Horticulture, Landscaping, Facilities Management etc.
- Five (5) years relevant technical experience
- Three (3) years proven experience in middle management as a maintenance or facilities manager.

Skills:

- Leadership and Organizing skills.
- Excellent communication skills (verbal and written)
- Excellent customer service
- Computer literacy
- Ability to prepare planning schedules with measurable goals.
- Ability to develop emergency preparedness plans.

Candidates who previously applied and do meet the minimum requirements are encouraged to re-apply.

CLOSING DATE FOR APPLICATIONS: 31 May 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)

3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment1@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Business Partner: Ms Ntediseng Motaung, Tel 016 950 9160 / email address: ntediseng@vut.ac.za

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

