

DATE ADVERTISED: 16 JULY 2024



## VACANCY

### ARTISANS - FACILITIES MANAGEMENT EAST LONDON AND MTHATHA - YEAR (3) YEAR FIXED TERM CONTRACT GRADE 6: R219 500 to R290 500 (TOTAL COST TO COMPANY)

The incumbent shall be responsible for the following:

- Providing technical assistance and active maintenance for the ECDC's properties.
- Ensuring rental property is maintained to meet market requirements in accordance with policies and procedures of the ECDC.
- Conducting property and bulk infrastructure inspections to check maintenance requirements.
- Preparing cost estimates for property and bulk infrastructure maintenance activities.
- Undertaking property and bulk infrastructure maintenance tasks.
- Supervising service providers contracted to undertake property and bulk infrastructure maintenance tasks and signoff completion reports.
- Checking that goods and services delivered match with the purchase orders issued and sign delivery note.
- Attending to emergency property maintenance matters.
- Supporting other regional offices with maintenance duties as required.
- Signoff and approve for goods and services received within delegated authority for the position.
- Providing maintenance related information for inclusion in the maintenance plans and budgeting processes.
- Utilising the organizations IT systems to request procurement of goods and services for maintenance activities.
- Verifying service provider invoices in accordance with organizational requirements.
- Confirming key decisions and instructions regarding property maintenance in writing with supervisors and service providers.
- Providing tenants with information about ECDC property maintenance services.

#### MINIMUM REQUIREMENTS

- NQF Level 6 with no experience (less than 1 year) – (plumbing, bricklaying, carpentry or electrical); OR
- NQF Level 5 with 1 – 2 years relevant experience OR Certified Skill/Trade
- A valid driver's licence

This is a fixed term contract position 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, 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 Recourses Department

Tel: (043) 704 5783

Email: [humanresources@ecdc.co.za](mailto:humanresources@ecdc.co.za)

**Closing date: 26 July 2024**