

Centurion Aerospace Village (CAV)

(An initiative of *the dti*)

Position: FACILITIES MANAGER (Ref No: CAV 2014/003).

Background

The CAV is an industrial park and infrastructure development organisation in the aerospace and defence industry. The industrial park is located in Centurion, Pretoria. The CAV has the objective of developing a strong industrial base of manufacturers supplying products, parts and services to local and international companies in the aerospace and defence sector. The intention is to transform the CAV to a Public Entity. The long term direction is to grow CAV into a high tech, innovation-driven Special Economic Zone (SEZ) in this sector.

Position

A talented, energetic and committed manager is required to fill the position of Facilities Manager in Centurion. The incumbent will be responsible for key aspects of the industrial supplier development park involving facilities and logistics management. This position will report to the Chief Operating Officer. The position will focus on the success and sustainability of the CAV by effectively implementing and maintaining all Facilities Management, Services and Infrastructure processes and structures inside the CAV. This includes responsibility for relevant functional area requirements within the timeframe required to ensure an optimal return on investment.

Duties and Responsibilities

- Responsible for quality and performance of CAV's and Allied Tenant Site Facilities Management Services and Infrastructure;
- Responsible to effectively manage outsourced service providers for *Facility Management Services, Utility Services, Security Services, Emergency Services, HSE Services, and Site clearance Services* through the development and maintenance of Service Level Agreements;
- Responsible for investigating and recommending new services to be developed and instituted;
- Responsible to benchmark, implement, develop and improve Facility Management Services;
- Responsible to procure and manage service providers and issues emanating from construction.

Experience and Qualifications

- A relevant tertiary/ technical / management qualification;
- Relevant professional registration e.g. Institute for Facilities Management (IFM) will be an advantage; and
- More than 5 years management experience in facility management functional areas preferable in the industrial and infrastructure development sector.

Skills and Knowledge

- Knowledge of property development, construction planning, management of infrastructure and buildings, logistical services, non-logistical services, property and facilities management, asset management, industrial park management and maintenance, services planning and execution systems and continuous improvement.
- Excellent communication & presentation skills;
- Report writing skills;
- Finances and budgeting proficiency;
- Conceptualisation of strategic initiatives into control plans and implement them;
- Management skills (people, projects and finance) and managing SLAs with service providers;
- Knowledge of continuous business improvement methodologies for operations and service delivery; and
- Proficiency in MS Office applications

Remuneration

- A competitive market-related guaranteed package between R435 500 to R550 000 per annum is on offer to the preferred candidate.

Recruitment Details

- Communication would be limited to the short-listed candidates only.
- Short-listed candidates will be subjected to a comprehensive selection process that includes reference checks, security clearance, confirmation of qualifications and a criminal record check, as well as psychometric assessments.
- The CAV is an equal opportunity affirmative action employer and the appointment will be made in accordance with the CAV's employment equity objectives.
- The CAV reserves the right not to fill an advertised position.
- If you meet ALL the stated requirements, kindly e-mail your application to info@cav.org.za including a covering letter with the advertisement reference number shown, a copy of your identification document and a comprehensive CV (including three referees with their contact details).
- Failure to submit the prescribed documents on or before the closing date will result in disqualification of the application.
- Should you not hear from us within 21 days after the closing date, consider your application unsuccessful.

CLOSING DATE: 2014, July 11