



Job description: Facilities Manager

Job Title: Facilities Manager

Department: Operations

Reporting to: Director of Operations

Duration: Full Time with 3 months' probation period

Background

Zeitz Museum of Contemporary Art Africa (Zeitz MOCAA) is a public not-for-profit museum dedicated to contemporary art from Africa and its Diaspora. It consists of nine floors and 80 different galleries, 9,500 m² of programmable space, of which 6,500 m² is dedicated to white cube exhibition space, all housed in a unique re-imagining of what were once grain silos at Cape Town's V&A Waterfront.

Main Purpose

The role of the Facilities Manager is to organize the day-to-day operations of the museum, paying special attention to the premises in which the business is located. Oversee many different aspects of the museum's operations from managing vendors and contractors to arranging for maintenance and looking for new ways to lower costs. Being able to multitask is essential for achieving success as a facilities manager. The facilities manager is also responsible for complying with all local safety requirements for the building including employee training, facility inspections and security of the premises. This position will also entail looking after the SHE Management system (Safety, Health and Environment) as well as managing access control, security and cleaning services within the premises. Ensure all equipment is fully operational at all times.

Job Description

Key Performance Areas

- Building management system
- Facilities Budget management
- SHE (Safety, Health and Environment)
- Access control and some security oversight
- Plan, Coordinate & Manage Building Maintenance to ensure objectives are met
- Manage contractors / service providers SLA's

Associated tasks includes but not limited to:

- Manage services & processes that support the Museum
- Manage & complete projects

- Supervising & coordinating work of contractors
- Management of the budget & cost of projects
- Ensure that agreed work by staff & contractors have been completed & follow up on all inadequacies
- Implement preventative maintenance programmes
- Plan & execute routine maintenance & determining what kind of maintenance is needed
- Supervise a maintenance schedule through supervision of staff as well as outside contractors
- Manage deadlines & provide effective communication
- General facilities management of the property including building & grounds
- Ensuring that the property meets health & safety requirements
- Develop modules on facilities management & upkeep of the facilities file

Job Specification: (Requirements necessary to conduct the job successfully)

Competencies and Behavioral Requirements

- Be able to manage a team and ensure work is delivered within the agreed timeframes and to the agreed standards;
- Highly motivated and professional individual with well-developed business acumen; proven ability to set and manage budgets;
- Knowledge of Building works including: plumbing, tiling, basic electrical, painting, minor structural repairs, etc.;
- Ability to handle pressure exceptionally well, ability to multi-task;
- Safety awareness and good knowledge of safety, fire and emergency procedures
- Willingness to lead, take charge and offer direction
- Attention to detail, accuracy and efficiency
- Ability to achieve deadlines and work under pressure
- Ability to work extended hours as may be operationally required;
- Ability to multitask
- Good time management skills
- Must be computer literate – Microsoft Office (Excel, Word, Outlook, Internet, MS Project)
- English proficiency, written and spoken - Well-developed communication skills and ability to communicate at all levels;

Education

- Tertiary education/degree in related discipline

Experience

- 3+ years' experience in facilities management position
- Working knowledge of electrical, mechanical and HVAC systems



As a cutting edge equal opportunity institution, Zeitz MOCAA celebrates diversity in all its forms including gender, race, creed, and orientation. Zeitz MOCAA is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDIs) for this position.

To apply please send your CV and a covering letter to: careers@zeitzmocaa.museum, closing date, 9 November 2018.

Physical address:

Silo District, V&A Waterfront, Cape Town, South Africa, 8002

Contact details:

Telephone: + 27 (0)87 350 4751
Email: info@zeitzmocaa.museum
Website: zeitzmocaa.museum
Facebook: ZeitzMOCAA
Instagram: @zeitzmocaa
Twitter: @zeitzmocaa