

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: FACILITIES MANAGEMENT

POSITION: SUPERVISOR CONTRACTORS (P8)

(Ref: FM/SUPCONT/2724/2020/P8/NYALU)

The purpose of this position is to plan, organise, direct, control contractual arrangements related to renovations, refurbishment and relocation programmes and projects.

Requirements

- Grade 12/Matric plus Bachelor degree/National Diploma in Built environment
- At least Four (4) years relevant experience

Duties:

- Supervision and Coordination of Projects
 - ✓ Read specifications of building plans to determine construction requirements and to plan procedures.
 - ✓ Supervise, coordinate, and schedule the activities of the construction of small projects such as office refurbishments,
 - ✓ Supervise and coordinate activities across divisions to ensure successful implementation of projects or programs.
 - ✓ Supervise timelines and budgets allocated to the program or project.
 - ✓ Order or requisition materials and supplies.
 - ✓ Oversee work by contractors and report on variations to specifications.
 - ✓ Evaluate and review the quality of installations and projects completed by contractors.
- Compliance with occupational health and safety regulations

Competencies (Skills, knowledge and behaviour)

- Must have supervisory and co-ordination skills
- Safety, Health, Environment (SHE)
- Protective clothing and equipment
- Firefighting - basic
- First aid – basic
- Risk Management
- Property and space database creation maintenance
- Lead Team
- Develop & implement operational plans
- Quality assurance
- Must have good interpersonal and communication skills
- Planning, organising and control work
- Maintenance planning

Assumption of duty : As soon as possible
Salary : Remuneration is commensurate with the seniority of the Position.
Closing Date : **31 October 2020**
Enquiries : **Ms MM Nyalungu (012) 429 3148**
Mr J. Bopape (012) 429 4880

Applications must be emailed to nyalumm@unisa.ac.za

- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of foreign qualifications (if applicable)
- The contact details of three contactable references must be provided, one of which must be from your present line manager.
- The prescribed application form is obtainable from the above-mentioned website.
- UNISA is not obliged to fill an advertised position.
- **Late, incomplete and incorrect applications will not be considered.**
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities



All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.