

## CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation that researches, develops, localises and diffuses technologies to accelerate socio-economic prosperity in South Africa. The organisation's work contributes to industrial development and supports a capable state.

### Manager: Facilities Engineering

#### About the job:

The CSIR has a vacancy for a **Manager: Facilities Engineering** in the Facilities Management (FM) and Security Services (SS). The incumbent will be responsible to lead and manage the provision of Workshops and Facilities Engineering Services to the CSIR and act as the CSIR Competent Person in terms of relevant regulations, and ensure that CSIR buildings and infrastructure complies with regulatory requirements. This position is based in Pretoria.

#### Key responsibilities:

- Active member of the FM&SS leadership team with joint responsibility for developing and implementing the FM&SS Strategic and Operational plans;
- Develop, implement and drive the Facilities Engineering plans for the CSIR;
- Provide regular reporting to the FM&SS Group Manager;
- Manage and develop staff to ensure high quality personnel who are able to achieve performance objectives in support of the CSIR mission and vision;
- Conduct performance management contracting and reviews for all staff at the recommended periods, for the purpose of managing and improving both individual performance and service delivery;
- Ensure compliance with General Machinery Regulation 2.1 of the OHS Act for the CSIR;
- Ensure building and infrastructure regulatory compliance for the CSIR;
- Solely account for planning, co-coordinating and managing all technical facilities management activities/projects with up to a five (5) year time-frame;
- Oversee and ensure the maintenance of building assets within the Electrical, Mechanical and Plumbing disciplines. Also accountable for services including Lifts, Escalators, HVAC, Fire Detection Systems, etc.
- Oversee electrical, mechanical and water reticulation infrastructure and ensure that they are efficiently, financially and optimally maintained;
- Oversee that plant and machinery within Divisions are efficiently, financially and optimally maintained;
- Solely account for asset operation and maintenance to preserve the life cycle performance of expensive assets on a proactive basis as opposed to reacting to breakdowns on an emergency basis;
- Account for the master asset register that identifies the maintainable items, ensuring all the necessary information and procedures affecting those assets are linked, application of the applicable maintenance regimes, and management of service providers and contractors;
- Account for driving the Preventative Maintenance Program;
- Plan, coordinate and manage all technical facilities management activities/projects for CSIR;

- Keep abreast of new equipment, technology, material, work methods and techniques and provide expert advice;
- Ensure and manage the process of replacement of dated equipment/ technology;
- Compile monthly management reports within the designated discipline(s) - technical and financial, including analyses of trends for informed decision making and recommend improvement;
- Administer and manage designated portfolio professionally and effectively manage and control general utilities (water and electricity consumption);
- Maintain building assets in accordance with the official investment strategy for each building asset and manage deviations in this regard;
- Collect and analyse calls logged for problems diagnosis to identify trends and implement corrective/appropriate action;
- Actively engage in both internal and external stakeholder's meetings related to FM&SS portfolio services e.g. FM&SS management meetings, to influence and implement action plan, according to CSIR and Industry standards;
- Develop and implement business and operational plan for Facilities Engineering department;
- Facilitate meetings with stakeholder's e.g. Department of Labour, local city councils, etc.
- Ensure compliance with SHEQ regulatory requirements and standards in area of responsibility, including compliance by outsourced contractors/service providers;
- Implement corrective action where deviations occur for the CSIR;
- Identify risks and implement and drive mitigation plans for the CSIR;
- Manage Facilities Engineering teams;
- Manage, mentor, coach and play an advisory role for staff growth and development;
- Conduct performance management contracting and reviews for all staff at the recommended periods;
- Identify and implement training interventions;
- Recommend and facilitate developmental plans;
- Resolve disputes;
- Ensure optimal resource deployment;
- Develop and manage Facilities Engineering Department budget;
- Ensure cost effective service delivery;
- Ensure compliance with financial legislative requirements.

#### **Qualifications, skills and experience:**

- A Bachelor's degree in electrical engineering with at least five years' management experience in Facilities Engineering Services including a sound track record in:
  - People management, including performance management
  - Project and financial management;
  - Operational planning and implementation;
  - Resource planning and optimisation;
  - Understanding industry standards and regulations
  - Customer service orientation
  - Engineering design standards
  - High voltage electrical reticulation management
  - Performing the duties of a GMR 2.1
  - Project Management Systems
  - Quality and contract Management
  - Service delivery
  - Root cause analysis and solution implementation
  - OHS Act
  - SANS 10400

- Must have a Government Certificate of Competence in Electrical Engineering;
- Knowledge and/or competence in managing a medium voltage electrical distribution network;
- Knowledge of development and implementation of engineering standards
- Excellent communication skills (verbal and written);
- Must be in possession of a valid Driver's License.

**Closing date: 26 October 2020**

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at [Recruitment02@csir.co.za](mailto:Recruitment02@csir.co.za)

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***