

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



DEPUTY MANAGER: FACILITIES AND LOGISTICS : NMM (HEAD OFFICE) (X1)

REFERENCE NO: MACSFNMM/130824/11

POST LEVEL 10

R 582 900,00 AS A BASIC SALARY, EXCLUDING BONUS AND BENEFITS

Permanent Contract

1. Duties and Responsibilities

- Development and implementation of Infrastructure policies and standard operating procedures. Develop a long-term Infrastructure Plan, and an annual IPMP and ensure submission to the Implementing Agent. Manage all internal projects (capital and maintenance), and liaise with the project managers for all projects implemented externally. Develop the entities Infrastructure Annual Performance Plan.
- Conduct assessment of MACSF infrastructure and determine maintenance, renovations, additions and extensions that may be required to implement programmes. Prepare budget requirements based on plans. Comply with the infrastructure planning, and delivery standards. Attend all site and technical meetings for MACSF projects.
- Represent the entity at all infrastructure forums, meetings, and provide advice to the Chief Executive Officer. Preparation of monthly, quarterly, and annual reports. Management of all resources (human, physical, and financial).

2. Minimum Requirements

- A National Diploma in the built-environment. A higher qualification will serve as an advantage.
- A minimum of 5 years' experience in the built-environment, of which 3 years must be at a supervisory level
- Registration with a professional body will be an added advantage
- Strong practical technical knowledge of the Infrastructure planning and delivery
- A Valid driver's license.