BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: GIS/ Systems Administrator
Ref: REC/07/15

Minimum Requirements: • National Diploma in Built Environment (Engineering, Draughting, Architecture, GIS) • 5 years' experience with CAD packages preferably AutoCAD • Code B Driver's License.

Required Competencies: • Knowledge of data compilation and creating complex queries from multiple data sources • Knowledge of asset management • Ability to follow through and undertake such requirements to maintain and grow systems • Capability of working on own, and of recognizing and assessing the requirements necessary to implement and maintain the required systems and procedures • Effective planning, Communication and coordination skills • Project Management Skills • Strong administrative and facilitations skills • Computer Literacy.

Specific Functional Responsibilities: • Assist with implementing a system to administer and maintain the data requirements of all electronic monitoring, property management and property information systems, including GIS, Facilities, SCADA and Access Control systems • Analyse requirements for, and create complex data queries • Programme and monitor all regular administrative activities relating to the property portfolio • Maintain a record storage and retrieval system for all drawings, operating and maintenance manuals and associated procedures • Assist Property unit in updating extents and reconfigurations • Update Infrastructure and Superstructure status quo • Interact with Built Environment professional team to ensure ELIDZ GIS standard requirements are met during and post construction • Conduct Built Environment brief at design/planning stage to ensure all electronic drawings adhere to ELIDZ standards for submission • Attend site meetings to ensure forthcoming GIS information is as per on site • Review ELIDZ Infrastructure and ensure revisions are up to date • Co-ordinate ELIDZ building plan approvals.

Applications must be submitted by e-mail to: **recruitment@elidz.co.za**.

The closing date is **05 February 2016** If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill these positions. **Preference will be given to African Males and Coloured Males as per our EE Plan**.

Tel: 043 702 8200 / www.elidz.co.za

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east london idz
business streamlined