

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: Project Coordinator (Outsourced Services)

Ref: REC/22/17

Minimum Requirements: • Bachelor's Degree in Civil Engineering/ Building Management with 5 years' experience within built environment/ facilities management environment • AutoCAD/ GIS experience • Project Management Certificate.

Required Competencies: • Project Management Skills • Strong administrative skills • Effective planning and coordination skills • Effective communications skills • Basic financial management skills • Effective Report Writing Skills • Meeting facilitation skills • Problem-solving skills • Knowledge of legal and regulatory frameworks affecting contracts • Understanding of the ELIDZ SHE Management System (OSHAS 18001 & ISO 14001) • Understanding of Quality Management Systems • Understanding and Working knowledge of computer Aided Facilities Management Software Systems • Working knowledge of SLAs • Strong budgeting and financial control skills.

Specific Functional Responsibilities: • **Supervision of Staff;** • Staff development as per training needs • Signed performance scorecards • Regular performance meetings • Performance Assessment and remedial action • Coaching/ mentoring staff • Maintenance of discipline • Adherence to SHE Environmental Management Systems; and • Recruitment and selection of staff • **Maintenance Planning Projects;** • Approved Maintenance Master Plan • Approved Budget for Maintenance Plan • Business Plans to motivate for funding • Risk Management determination • Adherence to SHE Management • Tender specifications • Maintenance in respect of landscaping, security, water management, utilities, electricity, electronic systems, fire services, building maintenance and the like. • **Operations Management;** • Provides input into the process of tender adjudication and the final appointment of the relevant service providers • Ensures that the service provider understands all terms and conditions of the relevant contract • Manages the key performance indicators and key deliverables as well as outputs from the appointed outsourced service providers • Setting up a deduction system for performance failures • Monthly SLA meetings with appointed, outsourced service provider. • **Procurement;** • Database evaluation • Contractors Database – evaluates, scores and reports for approval by the Board • Procurement guidance and support • Coordination and provision of required documentation • Correct tender specification and documentation • Compulsory Briefings arranged • Project/ professional teams taken to site (preparation) • Inputs into tender evaluation • Daws up project specifications for outsourced services • **Project Coordination;** • Coordination of site handover meetings • Facilitates meeting of maintenance needs with relevant contractor • Entrance/ access card provision • Induction attended by all contract staff • Regular contractor compliance reporting • Arranges and attends all meetings with the appointed outsourced service providers • **Administration & Billing;** • Correctly read utility meters for billing purposes • Monthly expenditure reports • Service provider reporting • Operational reporting • Project Milestone Reporting.

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

The closing date is **20 March 2017** 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 as per our EE Plan.**

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

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business streamlined