

# BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

**POSITION: PROJECT COORDINATOR: FACILITIES / Ref: REC/11/22**

**Minimum Requirements:** • 3 - Year Qualification in Mechanical / Civil / Electrical Engineering • Competency Certificate in Project Management • 5 - 10 years' experience within consulting / facilities management environment • Driver's Licence Code (EB).

**Required Competencies:** • Computer literacy (MS Office: PowerPoint, Word, Projects and Excel) • Knowledge of procurement legislation, policy and procedures • Knowledge of Public Finance Management Act • Financial management skills (Budgetary Control) • Knowledge of legal and regulatory frameworks affecting contracts • Understanding of the ELIDZ Safety Health and Environment (SHE) Management System (OSHAS 18001 & ISO 14001) • Understanding of Quality Management Systems (QMS) • Understanding and working knowledge of Computer Aided Facilities Management Software Systems (CAFM) • Working knowledge of Service Level Agreements • Working knowledge of General Conditions of Contract.

**Specific Functional Responsibilities:** • **Maintenance Planning Projects** • Approved Maintenance Master Plan (review Bi-Annually) • Approved Budget for Maintenance Plan (preventative, emergency and planned) • Establishment of project estimates • Business plans to motivate for funding • Risk Management determination • Adherence to SHE Management • Tender specifications • Maintenance in respect of pump stations, access control systems, electronic fire detection systems, fire pumpstations & automatic sprinklers and Heating, Ventilation, and Air Conditioning (HVAC) services, building maintenance linked to and focused on the Planned Preventative Maintenance (PPM) as well as all hard services maintenance such as saltwater reservoirs and compressors • **Appointment of Service Providers** • Forms part of the Tender Evaluation Committee • Develops inputs into the process of tender adjudication and the final appointment of the relevant service providers overseen by Supply Chain Management (SCM) for planned maintenance, unplanned maintenance and construction • Ensures that the service provider understands all terms and conditions of the relevant contract • Manages the Key Performance Indicators (KPI) and key deliverables as well as outputs from the appointed outsourced service providers • Setting up a deduction system for performance failures • Regular Service Level Agreements (SLA) meetings with appointed, outsourced service providers • **Procurement** • Procurement guidance and support • Coordination and provision of required documentation (Condition Assessments reports and other relevant documentation) • Correct tender specification and documentation • Compulsory Briefings arranged • Project / professional teams taken to site (preparation) • Provides input and support into the evaluation of tender proposals • Draws up project specifications for outsourced services (Hard Services, Business Services and/or Soft 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 (labour statistics, safety statistics and issues, job creation statistics) • Arranges and attends site meetings with the appointed outsourced service providers • **New Project Participation** • Attends on-site project meetings and detail all the maintenance & facilities related matters for further analysis and action • Weekly progress reporting • Monthly management meetings • Participate in design review meetings and approvals for all building facilities under the scope of work • Progress and Close-out reports • Operations manuals secured • Final "as built" drawings submitted to Zone Operations • Obtain all Automatic Sprinkler Inspection Bureau (ASIB) approved drawings for Fire Sprinkler Installations and 6 monthly Compliance Certificates for newly handed over buildings and existing buildings with comprehensive detailed ASIB remedial works • Obtain drawings and reports of all facilities under the scope of work from the Consultants • **Technical Services Management** • Regular Inspections and report on investigation and determine root cause • Facility compliance to Buffalo City Metropolitan Municipality (BCMM) reservoirs • Financial control of the capital and operational budgets • Responsible for risk identification and management • Benchmarking on best practice and introduction of new technology • Continuous improvement and asset optimisation initiatives • Manage and monitor mechanical related contractors • Managing technical data and facilities • Computer-aided design / modelling software utilization • Life cycle costing for replacement / upgrade costs • Operational reporting • Project Milestone Reporting • **Stakeholder Liaison** • Engage with tenants before conducting inspections to ensure all facilities are being maintained • Handles reported issues timeously and engages in follow up action to resolve issues to the required level of satisfaction • **Supervision of Staff** • Ensuring that all Sewer & Mariculture Plant logs are maintained and updated • 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 System • Recruitment and selection of staff (direct reports and interns).

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za).

**The closing date is 03 June 2022.** 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 this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Males as per our EE Plan.**

**The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.**

Tel: 043 702 8200 / [www.elidz.co.za](http://www.elidz.co.za)

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business streamlined