

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: ASSET AND ACCESS CONTROLLER ADMINISTRATOR | Ref: REC/03/24

Minimum Requirements: • A 3-Year Tertiary Qualification in Mechanical / Civil / Electrical Engineering / Facilities Management/ Building Management / Operations Management • 2 years working experience of Construction / Facilities / Property Management Maintenance Planning • 2 years working experience in Maintenance Contract administration and Maintenance SLA Management.

Required Competencies: • Knowledge of secretarial practice (including minute taking, meeting management, quality management protocols) • Computer literate (MS Office: PowerPoint, Word, Access and Excel) • Knowledge of procurement legislation, policy and procedures • Knowledge of Public Finance Management Act • Knowledge of Access control systems • knowledge of administrative and records filing methodology and relating to facility and maintenance operations • Knowledge of contract administration and SLA Management • Knowledge of built environment/ Facilities management/ property maintenance • Knowledge and experience of Maintenance Planning system.

Specific Functional Responsibilities: • **Project Administration** • Coordinate project data governance and quality assurance support • Facilitate meetings with outsourced service providers • Arrange and attend site meetings with the appointed outsourced service providers • Report daily on Maintenance Planning progress • Managing Maintenance Cashflows (budget & expenditure) and ensuring Infrastructure Maintenance Expenditure is within the approved Financial Year budget • Ensuring 2 yearly Maintenance Plan reviews are executed with all relevant stakeholders: • Provide Maintenance Plan Dashboard reporting and engagements • Data Capturing of all ELIDZ engineering assets (including those that are used by Investors) are on the asset register and on the Maintenance Plan with detailed maintenance work orders and updated asset life cycle • Ensuring that ELIDZ Maintenance Planning is administered on the robust Computerised Maintenance Management System (CMMS) • Ensuring continuous high focus on quality management of CMMS and making sure Maintenance Teams & Service Providers are trained and comply at all times • Manage the CMMS configuration modules, workflow development to ensure safety, reliability, quality, and performance targets are achieved to position ELIDZ as world-class operator • Ensuring maintenance of all Safety Critical Equipment is identified, maintained timeously as per legislation and statutory requirements i.e. Occupational Health and Safety Act(OHSA) tracked through a dashboard and reported systematically • Ensure engineering maintenance strategies and overhaul plans are implemented that will optimise sweating of assets to reduce total cost of ownership - deliver maintenance, if and when to repair/ replace equipment • Develop a Bad Actor Program to determine which of the 80% of issues comes from the 20% of the causes. This is to assist the ELIDZ to focus attention on genuine and demanding issues related to plant maintenance and reliability, rather than overreacting on each failure • Provide leadership and tracking for the use of Root Cause Analysis (RCA) and other loss elimination tools, ensuring that common cause failures are identified and eliminated systematically • Increase the use of quantitative measurement techniques where practical • Enable efficient execution and quality of maintenance work by developing work orders/packages and cost estimates for routine priority and preventive work • Chair and coordinate Maintenance Meetings with Project Coordinators, and/or respective Service Providers in ensuring that all maintenance work orders are issued and closed timeously with tangible evidence i.e. photos, certificates etc. • Review KPAs and work order feedback forms to improve CMMS process • Track and trace all maintenance related Audit findings/ non-conformances for closure at agreed timelines • Ensure that the CMMS is updated and have valid licence/s • **Maintenance Planning** • Approve Maintenance project plans • Approve budget for the maintenance project plan • Develop estimates for output/ performance specification and key indicators and targets for SLA's • Adhere to SHE management • Administer the Preventative Maintenance Plan (PMP) schedules in accordance to the SLA for all equipment and services • Monitor the execution of work against contractual obligations and associated SLA and implement corrective measures on deviations • Compile and maintain project plans and schedules on MS Project and MS Access • **Operations Management (Procurement)** • **Tender Procurement** • Develop tender specifications • Attend and present at various procurement committees • Coordinate compulsory briefing sessions • Manage the tender adjudication process up to the final appointment of the relevant service provider overseen by SCM • Coordinate and provision of required reports by committees • Coordinate of site handover to preferred contractor • **Management of Service Provider** • Facilitates meeting of maintenance needs with relevant contractor • Facilitate induction process for relevant contractors • Coordinate and provide Service Level Agreements • Facilitate daily reporting meetings with contractors • Provide regular contractor compliance reporting • Coordinate unplanned maintenance as they arise • Coordinate reported issues timeously and engages in follow up actions to resolve issues to the required level of satisfaction • Coordinate Stakeholder liaison • Dispute resolution • Coordinate physical keys cuttings, spares and those provided to tenants • Conduct regular site visits to monitor work done • Conduct regular performance meetings with contractors • Monitoring of costs and engaging contractor accordingly • Manage the reconciliation of final claims against outstanding works by contractor • **Facilities & Building Service Maintenance** • Planning detailed work orders for all discipline-specific and general maintenance and modification activities while accounting for SHEQ factors and cost in support of a particular asset • Execute work orders and help ELIDZ drive repairs improvements and efficiencies through better work preparation and planning with different stakeholders • Develop optimised work packages to be executed by Maintenance Teams, share and present key maintenance data to drive maintenance delivery and performance • Minimise any rework/return jobs by ensuring quality work orders data are developed • Conduct Field-Self Verifications of maintenance activities performed • Ensuring proper management and control of Maintenance Stores & Spares Inventory and Workshops, are within acceptable parameters and good & acceptable housekeeping • Manage equipment storage, surplus equipment storage and proper disposal in compliance with ELIDZ policies • Ensuring adherence of Maintenance Obligations between ELIDZ and Investors and this document is reviewed and updated 2 yearly • Receive lease agreements from the Property unit and ensure M&F activities are executed • Receive notifications of termination of lease agreements from property and facilitate building inspections • Develop and circulate condition assessment reports to the property unit that identifies obligations by owner or tenant • Coordinate the reinstating of the building if owner obligation • Facilitate and arrange building keys for tenants upon request • Receive structural certification report and close defects identified on report • Ensure proper management of Tugger Route is maintained at all times • **Service Delivery & Stakeholder Liaison** • Ensure that all unplanned maintenance related incidents from Help-Desk are tracked and closed timeously by responsible Maintenance teams • Monitor maintenance related discipline and outcomes, intervene/escalate whenever performance trends are off the desirable outcomes and to keep record of Deferred Maintenance • Proactively identify opportunities for continuous improvement, monitor asset conditions (condition base assessments - backlog) and propose remedial actions in order to meet the life expectancy of the assets • Facilitate daily reporting meetings with contractor • Provide regular contractor compliance reporting • Coordinate unplanned maintenance as they arise • Coordinate reported issues timeously and engages in follow up action to resolve issues to the required level of satisfaction.

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

The closing date is 14 May 2024. 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.