

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: OUTSOURCED | Ref: REC/05/24

Minimum Requirements: • A 3 - Year Tertiary Qualification in Mechanical / Civil / Electrical • Automatic Sprinkler Inspection Bureau (ASIB) Certificate of Competency • Project Management Competency Certificate will be advantageous • 5 years extensive experience of installation and maintenance of Fire Detection, Fire Prevention, Fire Protection, Fire Safety & HVAC related systems.

Required Competencies: Computer Literate (Microsoft Office: PowerPoint, Word, Projects, and Excel) • Knowledge of procurement legislations, Policy, Procedures, and Legal regulatory frameworks affecting contracts • Knowledge of Public Finance Management Act (PFMA) • Financial Management Skills • Understanding of SHEQ Management Systems (ISO 45001, ISO 14001 & ISO 9001) • Understanding and working knowledge of Computer Aided Facilities Management Software Systems (CAFM) • Working knowledge of General Conditions of Contract (GCC 2015) and Service Level Agreements (SLA) • Knowledge of Project Management.

Specific Functional Responsibilities: ASIB Compliance Certification • Programming of routine checks and inspections as per ASIB • Ensure that all ASIB inspection remedial works are conducted, closed, and re-inspected by ASIB • **Maintenance Planning Projects** • Ensure that there is approved Maintenance Master Plan budgeted for and reviewed bi-annually • Compile Business Cases to motivate for funding • Draw up a Risk Management Plan and ensure adherence to SHE Management Systems • Manage maintenance in respect of Fire Detection, Fire Prevention, Fire Protection, (Heating, ventilation, and air conditioning) HVAC system and all Fire Services associated activities • **Operations & Project Management** • Execute procurement processes and manage contracts of all relevant Service Providers • Draw up project specifications for relevant outsourced services • **(Project Coordination)** • Monitor and report on allocated projects • Arrange on-site inspection meetings and details remedial action required • Conduct inspections of ELIDZ facilities to ensure compliance is maintained • Ensure maintenance of Financial Controls and Monitor Monthly Expenditure Reports • Establish satisfaction level and areas that requiring attention and develop action plan.

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

The closing date is 10 June 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.

Tel: 043 702 8200

www.elidz.co.za

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