

# 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 • Managing Maintenance Cashflows and ensuring Infrastructure Maintenance Expenditure for the Financial Year • Provide Maintenance Plan Dashboard reporting • Ensure maintenance of engineering assets on the Maintenance Plan and administered Computerised Maintenance Management System (CMMS) • Manage the CMMS configuration to ensure safety, reliability and quality • Ensuring maintenance of all Safety Critical Equipment is identified, maintained timeously as per legislation and statutory requirements Occupational Health and Safety Act (OHSA) • Chair and coordinate Maintenance Meetings with Project Coordinators, and/or respective Service Providers • Monitor all maintenance related Audit findings/ non-conformances for closure • **MAINTENANCE PLANNING** • Manage Maintenance project plans project • Develop estimates for output/ performance specification and key indicators and targets for SLA's • Administer the Preventative Maintenance Plan (PMP) schedules for all equipment and services • **OPERATIONS MANAGEMENT • Tender Procurement** • Develop tender specifications and Manage tender adjudication process • 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 and provide Service Level Agreements • Manage Stakeholder relationships • Attend to dispute resolution • Conduct regular site visits and regular performance meetings with contractors • **Facilities & Building Service Maintenance** • Planning detailed work orders for all discipline-specific and general maintenance and modification activities • Manage reported repairs • Conduct Field-Self Verifications of maintenance activities performed • Ensuring proper management and control of Maintenance Stores & Spares Inventory and Workshops • Manage equipment storage, surplus equipment storage and proper disposal • Ensuring adherence of Maintenance Obligations between ELIDZ and Investors • Develop and circulate condition assessment reports to the property unit • Coordinate the reinstating of the building • Maintain updated structural certification report and close defects • Ensure proper management and maintenance of Tugger Route • **Service Delivery & Stakeholder Liaison** • Ensure unplanned maintenance related incidents are tracked and closed timeously • Monitor maintenance related discipline and outcomes and to keep record of Deferred Maintenance • Coordinate planned and unplanned maintenance.

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

**The closing date is 07 October 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 East London Industrial Development Zone is an equal opportunity employer, and the filling of positions will be in accordance with affirmative action measures as per the ELIDZ Employment Equity Plan and supporting framework.**

**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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