SOUTH AFRICAN EDUCATION FOUNDATION

278 Serene Street, Pretoria, PO Box 90120, Garsfontein, Pretoria, 0042
T: 086 0736 843 F: 012 348 9658 saef@saou.co.za

VACANT POSITION

FACILITY MANAGER

INCUMBENT SPECIFICATION	
JOB TITLE	Facility Manager
ENTITY	South African Education Foundation (SAEF)
REPORTING LINE	**Report to:** Executive Officer SAEF
MINIMUM EDUCATIONAL QUALIFICATIONS	Appropriate professional qualifications
MINIMUM RELEVANT WORK EXPERIENCE	Minimum 5 years relevant experience of maintenance and technical skills.
COMPUTER PROFICIENCY	Proficient in Excel, Word and MS Office
LANGUAGE PROFICIENCY	Above-average speaking, reading and writing skills in English and Afrikaans is essential
PERSONALITY ATTRIBUTES	• Good interpersonal skills • Ability to handle pressure and complete tasks timeously (meeting of deadlines) • Credibility • Integrity • Reliability • Attention to detail and neatness • Must be able to respect the privacy requirements pertaining to confidential information • Responsible behaviour and acceptance of accountability • Ability to function independently and innovatively • Ability to handle different tasks and assignments simultaneously
OTHER JOB REQUIREMENTS	• Code 8 driving license. Must be willing to travel. • Must be willing to work long and irregular hours as required

JOB DESCRIPTION AND KEY PERFORMANCE AREAS (KPAs)	
Purpose of the position: To deliver, in consultation with the Executive Officer of SAEF, comprehensive support in relation to all the key performance areas (KPA's) to entities in the group.	
KEY PERFORMANCE AREAS (KPA's)	TASKS PER KPA (All tasks are critical for the successful and effective execution of each KPA)

JOB DESCRIPTION AND KEY PERFORMANCE AREAS (KPAs)	
ADMINISTRATIVE SERVICES	• Purchases and ordering of supplies • Obtaining, preparing and submitting quotations • Preparation of timetables and venue bookings • Maintain expense budget goals • Leave planning of operational staff • Allocation of fleet vehicles to staff • Preparation and submission of insurance claims • Surveys of furniture and equipment for asset register • Distribution of fines for traffic violations • Complete proof of purchase for all purchases • Maintain credit card limits and request top-ups • Control total occupational safety component with accompanying documentation • Arrangements regarding service of air conditioners, lift, UPS etc • Handling and processing of enquiries, keeping and compiling statistics
LIASON	• Communicate on a daily basis with contractors and suppliers of services and supplies • Handle daily inquiries regarding building facilities, vehicles etc • Handle all staff requests regarding faulty equipment new purchases etc • Provide information to contractors and service providers regarding improvements, upgrades, new purchases etc • Communicate with all users of facilities as well as the arrangements regarding refreshments
LOGISTICAL SUPPORT	• Ensure that an effective support service is delivered • Good cooperation and coordination with Management regarding all related logistical aspects • Ensure and promote the safety of staff, visitors and equipment at all times • Arrange for security and other needs for users of facilities
MARKETING AND EXTERNAL LIASON	• Work closely with Management regarding timely service delivery • Promote internal as well as external liaison in order to provide prompt and effective solutions to all enquiries • Promote the image of the SAOU by maintaining high standards of cleanliness and services inside and outside the building

THE FOUNDATION OFFERS
• A competitive remuneration package in accordance with policies • Generous leave benefits • Official transport available for attending to official work commitments • The successful candidate will be required to reside in the company-provided apartment situated on the same premises for the duration of their employment.

APPLICATIONS
• Prospective candidates must apply in writing via email. An abridged CV must be included, containing the following information: qualifications, current position, employer, experience. • The names of three referees (with email addresses and mobile phone numbers) who can testify about the candidate must be provided. No testimonials are required. • Applicants must be prepared to report to Pretoria for an interview, at their own cost. • Assumption of duty: **1 January 2027**, or earlier as per agreement. • Applications marked **"SAEF: Facility Manager"** must be emailed to hr@saou.co.za by no later than **16:00 on Thursday, 19 November 2026.** • You may consider the application unsuccessful if you are not contacted within two weeks of the advertising deadline. • Enquiries: Mnr H Steenkamp Tel. (012) 436 0900