

## **FACILITIES MANAGER**

**1 Year Fixed Term Contract (Renewable)**

**REFERENCE NUMBER: FACMAN/002/2014AUG**

### **Extension of Application Closing Date**

The KwaZulu-Natal Research Institute for TB-HIV (K-RITH) is a groundbreaking collaboration between the Howard Hughes Medical Institute and the University of KwaZulu-Natal in South Africa. The institute is housed in the K-RITH Tower Building; a state-of-the-art, 4,000 sq. m. research building on the campus of the Nelson R. Mandela School of Medicine of UKZN.

#### **Brief overview of the position:**

He/She will ensure maximum, efficient operation of facilities and fixed equipment in the K-RITH Tower Building, through the direction of technical support staff made up of supervisors, technicians and maintenance contractors and other externally hired technical and non-technical support services. Develops and maintains preventative maintenance programs and is responsible for facilities maintenance budgets, authorising expenditures therefrom and monitors same. Establishes priorities for maintenance and work orders therefore and monitors safety and housekeeping practices.

#### **Minimum qualifications:**

- Relevant Bachelor's Degree or equivalent Diploma preferably in/ associated disciplines of mechanical or electrical engineering.

#### **Experience required:**

- At least 10 years professional, working experience
- At least 5 years at a senior level with management experience
- Occupational Health and Safety Act and regulations.
- Maintenance, asset, budgeting and contractor management
- Computer literacy and familiarity with IT systems.

**Remuneration:**

The remuneration package for this position is market related and will depend on the qualifications, experience, responsibility and previous earnings of the successful candidate.

**Application Format:**

Please note that applications for employment are *only* received on the official application form which may be accessed via the K-RITH website, [www.k-rith.org](http://www.k-rith.org), or by email, telephonic request. Applicants are required to email their detailed application to [hr@k-rith.org](mailto:hr@k-rith.org) together with certified copies of qualification certificates. The post reference number must be indicated in the subject line of the email. Telephonic enquiries pertaining to this post may be directed to the HR Department at 031-260 1397. Only those candidates who meet the minimum requirements will be shortlisted. K-RITH is committed to employment equity.

**Application Closing Date:**

The closing date for receipt of applications is 03/10/2014. K-RITH reserves the right in special circumstances to accept late applications or to extend the above date in order to facilitate further searches. Furthermore, K-RITH reserves the right not to make an appointment. Please consider your application unsuccessful if you have not been contacted within 4 weeks of the closing date.