



MANAGER: ADMINISTRATION
REF: HR&A 002/02/2017
(5-Years Fixed Term Contract)

THE EMPLOYER

The **Cross-Border Road Transport Agency** is a statutory authority, established in terms of Section 4 of the Cross-Border Road Transport Act, Act No. 4 of 1998, as amended, to regulate cross-border road transport.

The position will be based at the Agency's Head Office in Menlyn. The incumbent will report directly to the Executive: Human Resources and Administration

Job Purpose

To oversee the management of Agency's facilities function to enhance physical working conditions, safety and security.

Qualifications

- A bachelor's degree/ BTech in business administration or an applicable commercial discipline.

Experience

- 4 years facilities and fleet management experience, and at least two years relevant management experience.

Competency Requirements

- Knowledge of Facilities management;
- Application of the Occupational health and safety, Basic Conditions of Employment and Health and Safety Act;
- Financial management
- Management of Service level agreements;
- Excellent customer service;
- Excellent communication skills (verbal and written);

Key Performance Areas

- Develop and implement the Facilities Management operational plan;
- Manage the facilities of the Agency including repair and planned maintenance of equipment;
- Maintain safety and health standards and ensure that the building complies with all legal, safety & environmental requirements;
- Review and ensure compliance of Occupational Health & Safety Act and all statutory requirements pertaining to the facilities function;
- Oversee that quality systems are implemented and monitored on an on-going basis for Facilities Management services;

- Proactively advise the Agency on reducing all the risk associated with the facilities functions;
- Manage all the facilities vendor management and the applicable Service Level Agreements;
- Lead the Administration team;

BENEFITS: The employer offers an all-inclusive market related package.

CLOSING DATE: 24 February 2017

Kindly indicate the reference number.

Submit detailed CV's including copies of qualifications to: recruitment11@cbrta.co.za

C-BRTA reserves the right not to appoint. Short-listed candidates will be subjected to a reference, security clearance and criminal records check.

PLEASE NOTE: If you do not hear from the C-BRTA 21 days after the closing date, consider your application to be unsuccessful.
