

<b>Salary Band 4A</b>	<b>Facility Management Specialist</b>
Reports to:	Head of Finance and Administration
Duty Station	Hatfield, Pretoria

## BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a German international organisation that advances sustainable development through thematic areas such as Energy and Environment, Employment Promotion, Economic Development, and Peace and Security. We are a state-owned enterprise operating in more than 120 countries worldwide, delivering business volume of approximately 3,7bio €.

The Country Office (CO) is in **Pretoria Hatfield**, where the position is located, covering **South Africa, Lesotho, and Eswatini**.

## A. TASKS AND RESPONSIBILITIES

The Facility Management Specialist is responsible for and provides comprehensive support in:

- ❖ Property management, technical building management and ensuring the functionality of the GIZ premises in South Africa, Lesotho and eSwatini
- ❖ Providing operational and logistical services for GIZ South Africa, Lesotho and eSwatini including day-to-day operation.
- ❖ A uniform and well-maintained appearance of GIZ premises, in particular by carrying out regular inspections
- ❖ Implementation and Development of Facility Management policies
- ❖ Ensure efficient services to all GIZ Projects, Programs and Clusters in accordance with GIZ's requirements and efficiently dealing with queries about issues in his / her / their section
- ❖ Technical coordination of project receptionists, cleaners and drivers might be applicable.
- ❖ Meeting the operations needs of the office independently, with a minimum of intervention,

- Organisational and administrative matters related to Facility Management
- ❖ Ensuring that facility management functions well in accordance with GIZ standard GIZ's Procedures and Rules (PuR)

**The Head of Facility Management also performs the following tasks:**

## **B. TASKS**

### **1. Building Management**

- ❖ Managing the GIZ premises / building management and its maintenance, monitors the leased GIZ properties in South Africa and advises projects in Lesotho and eSwatini.
- ❖ Managing office space rental agreements (renewals and new) in line with GIZ PuR. Ensures landlord liaison and contacts to Growthpoint contractors
- ❖ Coordinating office space allocation, parking space, storage space, ensures monthly cost sharing of allocated office space and boardroom usage. Ensures m2 calculations and cost sharing of office space.
- ❖ Ensures a compliant hotdesking / warm desking work environment and booking tool plus internal cost sharing based on real usage for the GIZ CO and the projects.
- ❖ Coordinating renovations, refurbishments and construction projects for the GIZ CO and all projects based in Hatfield Gardens. Ensures unified furniture, colours and material selected as per GIZ SA corporate catalogue.
- ❖ makes sure statutory obligations, health and safety regulations and fire safety standards are met. Maintenance, inspection and testing of fire safety equipment, exists and systems, keeping records and certificates of compliance.
- ❖ Maintenance, repairs, and preventing servicing of GIZ material and systems, generator, air conditioners, and general systems (lighting, electricity, water, heating). Continuous inspection of the building structures under GIZ to determine the need for repairs and maintenance.
- ❖ Ensures facility related processes are in place and functional (reception(s), boardroom bookings and usage, cleaning services, waste disposal, driving services for the GIZ CO)
- ❖ Monitors the cleanliness of the interior and exterior areas, including offices, conference rooms, basement parking areas etc.
- ❖ Works closely together with the GIZ Risk Management Officer (RMO) concerning building access, security footage on the premises and close collaboration with

Growthpoint security services based at Hatfield Gardens. Provides fingerprints and GIZ ID cards to new GIZ colleagues

## **2. Inventory, stationary management and archiving**

- ❖ Ensures a well-functioning and compliant inventory system for GIZ CO materials and furniture.
- ❖ Manages keys, labelling, access to keys and documentation of such.
- ❖ Ensures a well-functioning stocktaking system for stationary material and consumables of the GIZ CO in accordance with GIZ guidelines
- ❖ Establishes an internal archiving management system for all units in line with the records management in GIZ
- ❖ Provides internal relocation services and transporting furniture between offices and floors / buildings.
- ❖ Coordinates usage of workshop material, Metaplan boards, flipcharts and ZOPP suitcases
- ❖ Coordinates the regular shipping of archive boxes in accordance with GIZ guidelines. (Each Unit to prepare and label their boxes)

## **3. Other tasks / duties**

- ❖ Performs other duties and tasks at the request of management
- ❖ Reports all problems with Facility Management and compliance without delay
- ❖ Is responsible for a compliant filing structure within the unit in accordance with GIZ rules
- ❖ Prepares for audits and internal controls and ensures that all unit related documentation is available, including completion reports
- ❖ Networks with other units and thinks and acts outside the boundaries of the immediate team, and takes into account management goals and requirements
- ❖ Further develops themes and instruments in his/her/their working area and incorporates these into the overall context
- ❖ Makes available expertise in the context of knowledge management and advises external parties on issues from the Facility Management area of responsibility
- ❖ Helps conserve energy by acting in an environmentally friendly manner, and points out additional scope in this regard
- ❖ Formulates solutions for complex issues and fundamental issues relating to the section.

- ❖ Takes an active part in IDA country/IDA project and digital tools in general
- ❖ Ensures data protection within his / her / their area of responsibility
- ❖ Undertakes further job training related to his / her / their position and duties if required. If required specific training needs shall be identified and appropriate programmes will be selected jointly with the Head of Finance and Administration and the Head of Human Resources.

## **C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES**

### **Qualifications:**

- ❖ A BA degree in relevant specialisation and qualification in Business Administration, economics or similar

### **Professional experience**

- ❖ At least 5 years' professional experience in a comparable position
- ❖ Excellent knowledge and experience in facility management and knowledge of building management and technology (fire alarm, fault alarm system, emergency management)
- ❖ Experience in international development cooperation, digital transformation, and compliance.

### **Other knowledge, additional competences**

- ❖ Occasional on-call assignments are no problem for you
- ❖ Strong communication skills
- ❖ Excellent social skills
- ❖ Strong home improvement skills and craftsmanship abilities
- ❖ Finely tuned organisational skills and ability to work on one's own initiative at the conceptual level
- ❖ Very good working knowledge of ITC technologies (related software, phone, email, the internet) and computer applications (e.g. Office 365, stocktaking software etc)
- ❖ Fluent in English language (oral and in writing), ideally knowledge of the German language
- ❖ Confidential handling of data and information
- ❖ Result oriented, pro-active, hands-on and ability to work independently
- ❖ Commitment, team spirit, reliability, diplomatic skills, gender competence, inclusion and intercultural understanding.

- ❖ Time management
- ❖ Willingness to scale up as required by the tasks to be performed – corresponding measures are agreed with management

#### **D. ADDITIONAL INFORMATION**

- ❖ This position is based at the GIZ South Africa/Lesotho/Eswatini Country Office in **Hatfield, Pretoria.**
- ❖ At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- ❖ GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- ❖ GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

#### **E. APPLICATION PROCESS**

**GIZ will only assess applications which meet the following criteria:**

Suitable candidates should apply by submitting a

- **Cover/Motivation Letter** in PDF format (**max. 1 page**) clearly stating your motivation for applying for the position and as well as salary range expectation.
- A **detailed CV** IN PDF format.
- Proof of eligibility to work in South Africa (copy of SA ID).

The application should be submitted to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de), with the following email subject line “**Facility Management Specialist**” for the attention of Head of Human Resource.

Closing date for applications: **26<sup>th</sup> of July 2024.**

**Only applicants shortlisted for interview will be contacted.  
Applications without a Cover letter will not be considered!**