



Road Traffic Management Corporation

General Manager: Total Facilities Management

Ref No. RTMC/ GM: TFM / 2019

Salary Package: Negotiable

Purpose: The General Manager: Total Facilities Management is a Head of Department position and reports directly to the Executive Manager: Corporate Services. The incumbent in the role will be responsible for monitoring current Facilities and Security Management trends and translating relevant information into operational plans. The incumbent will be responsible for managing and leading the Total Facilities Management function towards industry best practices and to integrate facilities and security related outputs with the work of other areas in the business and ensuring alignment with the company's Facilities and Security policies. The incumbent will be required to establish systems and processes to ensure the delivery of an effective facilities and security related service to all stakeholders. The incumbent will also ensure that a budget is developed and implemented to cover all facilities related costs. The incumbent will be responsible for managing the application and implementation of the National Key Point process at all RTMC buildings.

Requirements: A Bachelor's Degree or Equivalent qualification is essential, a relevant post-graduate qualification would be an added advantage. Candidate must possess at least 8 years' experience in a Total Facilities Management related role of which 4 years at a management level.

The successful candidate must have the following attributes and competencies:

Understanding of Strategy Management principles and models; Knowledge of all applicable Total Facilities Management legislation and regulations; Security Management legislation and regulations; Understanding of Corporate governance principles; Knowledge of Financial and Business management models; Understanding of road traffic management legislation; Understanding of inter-governmental relations; Knowledge of People Management,; Diversity Management and Change; Knowledge of management principles and theories, Understanding of the strategic delivery requirements of RTMC; Sound understanding of

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relevant Total Facilities related Practices; Understanding of relevant information systems; Policy conceptualisation and implementation, Stakeholder Management, Ability to develop and market new products.

Main Duties: Manage the Total Facilities Management Unit for RTMC; Develop, maintain and build relationships with current and potential stakeholders to ensure service level requirements are met and to protect RTMC's interest in the relationship; Develop a budget and manage compliance with the annual budget; Oversee RTMC total facilities management functions. Ensure the delivery of Security services; Ensure that contracts are in place for all outsourced functions related to Facilities and Security Management; Perform general people management functions and effective capacity management to ensure smooth running of departments.

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. Applications must be forwarded via email to: rtmc_recruit@capabilityenablers.co.za. Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.

NB: People with disabilities are encouraged to apply.

Closing date is the 25th November 2019 at 16:30 and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months after closing date, please consider your application unsuccessful.

Enquiries must be made in writing to: Ms Unathi Conjwa on unathi@capabilityenablers.co.za

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