



KEARSNEY COLLEGE

Founded in 1921

ASSISTANT TO THE FACILITIES MANAGER Buildings, Services and Estate

Kearsney College is a leading independent boy's high school situated between Durban and Pietermaritzburg. Applications are invited from suitably qualified and experienced individuals who believe they have the required skills and competencies to fulfill the above position at the College with immediate effect.

The ideal candidate must have:

- a facilities management diploma or a technical diploma in the built environment. OSH diploma or training would be an advantage;
- a minimum of five years' working experience in a similar role, preferably within an educational environment;
- financial management and budgeting experience together with a sound knowledge of the management of human resources, the environment, waste management, infrastructure maintenance and technical services;
- the ability to lead, direct and line-manage a multi-disciplinary team in the delivery of planned, preventative/cyclical maintenance and minor repairs;
- the ability to project manage CAPEX repair and renewal projects;
- all round experience in managing and facilitating Contractor Control, Tender Packs and Contracts involving wet trades, plumbing, carpentry, building fabric, electrics, sewage, water and irrigation reticulation systems and logistics;
- the ability to manage and supervise specialist contractors, set performance standards and ensure value for money;
- the understanding and ability to manage and implement all delegated OHS Act responsibilities assigned to the position;
- the experience to drive the practical and theoretical requirements for NOSA audits – e.g.: risk assessments; internal audits;
- the ability to drive and manage the campus recycling programme;
- strong administrative and organisational skills, supplying regular and comprehensive management reports to the Facilities Manager;
- the ability to manage the campus "Helpdesk"- all requests and repairs on EdAdmin system;
- good computer literacy and the ability to assist the Facilities Manager with updating systems, data and information as necessary;
- skills or past experience with stock management software using Pastel Partner;
- the ability to manage Industrial Relations requirements of the staff under your supervision;
- the willingness to contribute to the change management process within the Facilities Management Department;
- fluency in English and spoken isiZulu;
- excellent interpersonal skills and the ability to work within a team;
- the willingness to work flexible hours when required, including weekends.

Interested candidates must please apply in writing to the Resources Manager, Val Dixon on vacancies@kearsney.com. Names and contact details of three referees, with at least one from past employment, should be included.

Closing date: 31 August 2022

Kearsney College reserves the right to not make an appointment. An application does not entitle the applicant to an interview. Only short-listed candidates will be contacted. Applicants are advised that if they have not been contacted by 15 September, please accept that your application has been unsuccessful.

In terms of the Protection of Personal Information Act, 4 of 2013, section 11(1)(a), by applying for this vacancy, you grant Kearsney College consent to use your CV and personal details for the purpose of application to this specific role. The personal information of unsuccessful applicants will be destroyed once the purpose for which the personal information was collected ceases to exist.

www.kearsney.com