



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20240404/1696
Advert Reference Number:	DTP024/04/24
Job Title:	Data Management Officer
Job Level:	Paterson C3
Vacancy Type:	External
Salary:	R424,700 R594,600 Total Cost to Company, inclusive of: oR750 Medical Aid Allowance per month. oCompany Contribution to Provident Fund and Approved Group Risk Benefit. Cellphone allowance of R951 per month. Non-guaranteed performance bonus. 20 Working days leave per annum.
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Assets and Operations
Number Of Posts:	1

Duties/Responsibilities:

To support the Manager: Planning and Scheduling and control the logging, allocation, feedback, resolution and closure of all maintenance and facilities management work requests. To capture all maintenance data related to job cards/work orders using relevant software system.

Maintenance Management

Receive and acknowledge maintenance enquires reported by tenants, developers and DTPC staff.
Identify and prioritize maintenance work accordingly.
Log all unplanned maintenance queries onto the Property Management System (MDA) or CMMS.
Assess the nature of the job cards and prioritize the work orders according to low, medium, high and urgent.
Assign the job cards immediately through the system to an appropriate Maintenance Technician, Maintenance Supervisor or external service provider for actioning.
Manage the resolution process and progress and follow up on outstanding job orders until completion and provide regular updates to client.
Monitor job cards in backlog, flag problem areas.
Close and record all planned facilities and maintenance tasks after completion.
Hold regular meetings with the technicians and facilities management company to update unplanned and planned maintenance job cards.
Hold regular meetings to manage backlogs

Stakeholder Management

Provide service to DTPC's tenants and clients to meet their expectations of high standards by regular communication & feedback to tenants on Facilities and Maintenance matters.
Communication with the DTPC Maintenance staff and service providers with regard to unplanned and planned maintenance and facilities requests.
Communicate with stakeholders and DTPC staff on maintenance enquires, processes and progress.
Prioritize tenant logged job cards on CMMS/MDA system and monitor until completion.
Visits to the DTPC tenants building to maintain relationships and general property inspection

Administration, Facilities Support and Reporting

Administration

Monitor tenant logged queries and planned preventative maintenance work.
Review and attend to tenant visits report by engaging with technicians and service providers on maintenance enquires.
Coordinate meetings and preparation of minutes, agenda and supporting documents.
Hold regular meeting with Property Administration to update on inspections and tenant recoveries.

Facilities Support

Control and coordinate the scheduling of external and internal inspections, services and repairs.
Schedule and coordination of inspections to ensure that the premises are ready for occupation.
Manage contract register using MDA or other software system, including allocation of maintenance requests.
Manage the resolution process and progress and follow up on outstanding job orders until completion and provide regular updates to clients.

Maintain and assist with issuing the work permit system for all contractors, employees and other service providers.

Reporting

Compile and consolidation of monthly, quarterly and annual APP dashboard.
Record and communicate minutes and reports presented in department meetings.
Compile maintenance data schedules and dashboards for presentation at Operations Task Team and other OPS forums where Maintenance is required to report

Contract and Financial Management

Prepare terms of reference, budget computation and pricing schedule.
Prepare variation memo for the extension to ensure continuation of services and value for money.
Prepare contract financial management tool (CFMT) on receipt of invoices for pest control management.
Review invoices to ensure that the costs aligns to the contract rates.
Monthly processing of invoices on e-workflow and follow up with Finance in terms of payment.
Prepare and maintain register of actual expenditure against budget cost report.
Engage with service providers on price escalations, quotations and work orders.

Risk and Operations Management

Coordinate and conduct site inspection to ensure that work is of quality.
Provide contract operations cost input to Property Administration Manager for tenant operation cost recovery.
Engage with Finance, facilities and other relevant department on LMJV cost recovery and operation issues.
Management of the LMJV actual costs for services rendered by DTPC.
Engage with relevant department on annual levies forecasting and operational issues.
Maintain record keeping for work completion, compliance certificates and service reports.
Implement and monitor a planned preventative maintenance program schedule.

Qualifications and Experience:

National Diploma or equivalent in Facilities Management, Business Administration, Property Management or similar field.

3 to 5 years' experience in the Facilities Management or Property Management environment.
Code EB Driver's License.

Experience in Facilities Management and Administration.

Experience with job logging system and planning.

Experience in writing reports to management e.g. APP, tenant logged and planned preventative maintenance, Memos.

Experience in taking minutes

Essential Knowledge, Skills and Competencies Required:

Computer Literacy (Ms Office: Word, PowerPoint, Excel).
Knowledge and understating of Facilities Management Regulatory compliance. .
An understanding of the Public Finance Management Act (PFMA).
Understanding of contract management and procurement processes.

Additional Information

Innovation and creativity, Analysis and problem solving, Information seeking, Judgement and decision making, Flexibility, Drive and persistence, Stress tolerance, Teamwork, Networking, Developing relationships, Proactive communication, Customer focus, Organising, prioritising and planning.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “ Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 26 Apr 2024

Disclaimer

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- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

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