



Senior Manager – Infrastructure and Facilities Management 3 Year Contract 2015-12-27

The above mentioned position is available in the Infrastructure and Facilities Management (Estates) Department at Robben Island Museum.

The incumbent, who will report to the Executive Manager, will be responsible for the management of all operational units for the department. Their role will be to translate departmental strategic objectives into operational activities.

Duties and Responsibilities:

- Ensure ongoing and continual improvement of all the areas within Infrastructure and Facilities Management, including Transport, Security, Cleaning and Occupational Health and Safety.
- Project managing all departmental programmes and report on progress.
- Managing and advising on the drafting of Service Level Agreements to RIM requirements.
- Driving departmental budget requirements, monitoring and managing spending.
- Managing the review, drafting and monitoring of all departmental policies.
- Advising the department on technological and systems development in the industries aligned with departmental functions.
- Reporting to Exco and Manco on the state of Infrastructure and Facilities Management within RIM.
- Managing the implementation of all necessary management, maintenance and conservation plans applicable to the department.
- Managing all APP and Quarterly performances.
- Managing DPW and other stakeholder projects.
- Strategic mandate in relation to the office of the Executive Manager
- Reporting to Executive Manager on operational matters and implement with strategic goals
- Assisting Executive Manager with stakeholder management.

Experience and Technical skills:

- B Degree in Built Environment (preferred)
- Program and/or Project Management experience
- Understanding and interpretation of building systems (the Senior Manager will be required to make presentations to stakeholders on technical matters and building systems);
- The Senior Manager will also be required to manage built environment consultants such as Architects, Engineers and Quantity Surveyors

- The Senior Manager will be required to manage building contractors
- Understanding of building contracts;
- Proficiency in:
 - Word Processing
 - Project Management Applications
 - Spreadsheets
 - Report Writing
 - Presentations
- Minimum 10 years managing building projects;
- Management and leadership skills

RIM is an EE, AA, and employer and reserves the right the right not to make an appointment if suitable candidate(s) are not found. Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as contactable referees, to recruitment@robben-island.org.za or fax 021 425 2131 by no later than **27 December** 2015.

Note: If you do not hear from us within 30 days, please consider your application unsuccessful.