

INTERNAL / EXTERNAL ADVERT

Post: Facilities Officer (X2)
Department: Operations
Reference: FO/RTIA/2026
Level: 7
Salary: R 338 106 per annum
Term: Permanent

Minimum Educational Requirements: *Senior Certificate (NQF 4) or equivalent (Grade 12).

*Certificate (NQF 4) in Facilities Management. A National Diploma (NQF 6) in Facilities Management will be an added advantage.

Minimum Knowledge & Experience Requirements: *2–3 years' experience in facilities management, preferably in a government or public sector environment. Public Administration, or a related field.

*Occupational Health and Safety legislation (OHSA). *Supply Chain Management (SCM) procedures.

*Building maintenance principles and contract management. *Government asset management practices.

*Strong administrative, organisational, and reporting skills. *Ability to manage multiple tasks and work under pressure. *Computer literacy (MS Office). *Valid driver's licence.

Required Competencies: *Building maintenance and facilities management. *Contract and SLA management. *Report writing. *Computer literacy (MS Office). *Valid driver's licence. *Occupational Health and Safety legislation (OHSA). *Supply Chain Management (SCM) procedures. *Building maintenance principles and contract management. *Government asset management practices.

Duties: Facilities Management & Operations

*Ensure facilities are safe, functional, accessible, and fit for purpose. *Oversee cleaning, security, landscaping, waste management, and pest control services. *Coordinate. *Maintenance schedules and building inspections.

Health, Safety & Compliance

*Ensure compliance with the Occupational Health and Safety Act (OHSA) and relevant regulations
*Conduct and support safety inspections. *Maintain compliance registers.

Contract & Service Provider Management

*Liaise with service providers and contractors. *Monitor that SLAs are met. *Assist with procurement and contract administration in line with SCM procedures.

Administrative Reporting

*Maintain asset registers, invoices, and records*Support audit preparation and respond to audit queries.

Enquiries: Ms Allison Shingange – (087) 287 7993

Mr Mzwakhe Mhlanga – (011) 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: ymbzqx@apply.simplify.hr

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 03 August 2026