

INTERNAL / EXTERNAL ADVERT

Post: Senior Manager: Facilities and Security Management

Department: Facilities & Security Management

Reference: SMNGR/RTIA/2026

Level: 13

Salary: R 1,317,384.00 per annum (CTC)

Term: Permanent

Minimum Educational Requirements: * NQF 7 undergraduate qualification in Facilities Management, Property Management, Security Management, Public Administration or related field.

Minimum Knowledge & Experience Requirements: *Minimum 5 years working experience in middle or senior management in the field of property management or auxiliary services or facilities and security services management.

Required Competencies: *Must be computer Literate. *Interpersonal skills. *Writing and presentation skills. *Analytical skills. *Organizational skills. *Administration skills. *Fraud awareness. *Report writing skills. *Communication Skills. *Investigations. *Databases and/or spreadsheets. *Risk Management. *Problem solving skills. *Negotiating and influencing skills. *Planning skills.

Duties: Oversee the implementation of the Minimum Physical Security Standards in the RTIA.

*Provide leadership and guidance in ensuring threat and risk assessment report with the implementation plan approved by the Executive Manager: Corporate Services (EM:CS). *Provide leadership and guidance in ensuring that security systems at RTIA are functional, (X Ray machine, walk- through metal detectors, CCTV, alarm, etc.). *Provide leadership and guidance in ensuring that the RTIA complies with all elements of the MPSS.

Oversee the implementation of the Minimum Information Security Standards in the RTIA

*Provide leadership and guidance in addressing Information Security assessment findings. *Provide leadership and guidance in conducting vetting and screening services for the RTIA.

Oversee the provision of a conducive work environment to ensure compliance with the OHS standards

*Provide leadership and guidance in ensuring Occupational Health and Safety (OHS) audits findings and mitigation plans are implemented.*Provide leadership and guidance in ensuring availability of essential services (water, electricity).*Provide leadership and guidance in ensuring clean and hygienic offices to RTIA.*Provide leadership and guidance in maintaining RTIA facilities with fully effective and functional building systems.*Develop, review, and authorize the department's transport and fleet management policies, ensuring alignment with relevant prescripts.*Oversee the strategic procurement, lifecycle management (including maintenance), and disposal of the RTIA fleet.*Monitor utilization of the fleet and to mitigate asset abuse.

Strategic programme Management including people management, empowerment, and financial management of the allocated budget

*Provide strategic leadership within the unit. *Ensure effective utilization of the unit's financial resources according to the PFMA. *Manage unit's PMDS as per the RTIA PMDS framework. *Monitor implementation of all unit's projects, ensuring timeliness and quality of project delivery.

Enquiries: 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: gzuaoq@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