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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Operational Manager: Buildings

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership in professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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OPERATIONAL MANAGER: BUILDINGS

<u>DEPARTMENT:</u>	Community Development
<u>BRANCH:</u>	Arts, Culture & Heritage
<u>DESIGNATION:</u>	Operational Manager: Buildings
<u>REMUNERATION:</u>	R35 043,67 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Alexandra Museum, cnr Richard Baloyi and 7 th Avenue, Alexandra

Minimum Requirements:

- Grade 12/NQF level 4;
- National Diploma in Building Management, Facilities Management, Civil Engineering, or a related field at NQF level 6;
- 3 – 4 years' experience in building or facilities management

Primary Function:

To ensure the effective planning, management, and maintenance of the Museum buildings and facilities, including infrastructure, safety systems, and environmental controls, in compliance with legislative requirements.

Key Performance Areas:

- Building Maintenance and Repairs - Manage the delivery of building maintenance and repairs in line with applicable processes, policy, and procedures;
- Facility Hygiene and Pest Control - Ensure a clean, safe environment for staff and visitors, while protecting collections from pests and environmental hazards;
- Health & Safety Compliance - Implement and monitor safety protocols in line with OHASA and other legislation to safeguard people and assets;
- Emergency and Disaster Management - Developing and executing disaster and emergency response plans to ensure operational continuity;
- Ensure effective control of the Team;
- Contribute to the development of the Team's tactical planning process;
- Lead the Team's operational planning process;
- Lead the Team's financial planning and budgeting processes;
- Provide input to the Sub-Section's budgeting process;
- Lead and facilitate the Team's Demand Planning process;
- Lead and facilitate the Team's Performance management planning process;
- Lead and manage the development of the Team's Personal Development Plan (PDPs) process;
- Ensure effective and efficient processes, procedures, systems and policies;
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Directorate;
- Ensure effective and efficient Procurement Management in line with Supply Chain Management processes, legislative, regulatory and policy framework;
- Provide sound leadership for the achievement of the Team's objectives;



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- Ensure effective Directorate Assets Management and Control;
- Implement good governance and effective risk management systems;
- Manage stakeholder relations to strengthen institutional partnerships, visibility, and support for geological initiatives;
- Ensure effective management of specific administrative requirements associated with the Team and individual performance;
- Ensure effective management of specific reporting requirements associated with the Team and individual performance

Leading Competencies:

- Leadership and Management: Ability to lead and manage teams, and to make informed decisions;
- Planning and Organising: Proficiency in operational planning, resource allocation, and performance management;
- Communication: Excellent verbal and written communication skills for effective stakeholder engagement and team management;
- Creative Writing (writing articles on the collection);
- Research;
- Exhibition Design and Installation;
- Proficiency in Microsoft Office Applications;
- Attention to detail and high levels of accuracy, and excellent planning, organising, coordinating, and time management skills.

Core Competencies:

- Building maintenance and repair standards;
- Facilities and asset management;
- OHASA and MFMA compliance;
- Risk and disaster management;
- Municipal infrastructure policies and procedures;
- GRAP 17 (for asset management);
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups, including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."



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Please take note that only online applications will be considered. Please apply by using the link below:

<https://share-eu1.hsforms.com/14uobbqjqSYuyg38b4jppCwew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Karabo Nhlapo
Tel No: 011 407 6553

CLOSING DATE: MONDAY, 18 AUGUST 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, and
- Identity validation.