ENGINEERING COUNCIL OF SOUTH AFRICA

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PERMANENT CONTRACT

The Engineering Council of South Africa (ECSA) is a statutory body charged with the mandate to regulate the engineering profession in accordance with the Engineering Profession Act 46 of 2000.

Position Summary: The **Facilities Officer** vacancy has become available. The successful candidate will report to the **Manager: Supply Chain and Facilities** and will be responsible to maintain the organisation's physical infrastructure and facilities to ensure a safe, functional, and compliant working environment. The seniority and grading of the role will be determined during the recruitment process.

Key Responsibilities:

- Regularly inspect and maintain ECSA's physical environment, including office spaces, boardrooms, parking, and storage areas;
- Maintain and update seating arrangements, floor plans, and office layouts to accommodate current staff needs and future growth;
- Coordinate and monitor staff parking arrangements within and around the office premises as per guidelines set by Body Corporate;
- Maintain Floor Plans and Seating Arrangements: Keep an up-to-date electronic floor plan, reflecting current seating arrangements;
- Assist with internal office moves and furniture arrangements as needed;
- Coordinate and respond to unplanned incidents such as equipment malfunctions or building issues, providing quick resolutions;
- Coordinate office renovations and refurbishments or construction projects, including vendor selection and monitoring progress;
- Coordinate routine fumigation of office spaces;
- Monitor and follow up on timelines for periodic services, such as generator maintenance;
- Coordinate vendor contracts for janitorial, security, HVAC, and maintenance services, ensuring compliance with service agreements;
- Maintain the upkeep and preventive maintenance of ECSA's assets, including vehicles, office equipment, and essential systems to reduce downtime, and extend the lifespan of ECSA's equipment and resources (e.g., generators, HVAC);
- Regularly review and update fire safety, health, and safety policies, and ensure they are communicated to all employees. Advisory member for the OHS committee;
- Monitor adherence to health and safety standards, reflected in audit and risk management reports;
- Track facilities expenditures, manage the annual facilities budget, and implement cost-saving measures;
- Prepare and submit weekly reports on facility activities, maintenance updates, and any issues encountered;
- Maintain facilities records;
- Supervise the subordinate/s by assigning tasks, checking work for accuracy, and providing guidance;
- Monitor that deadlines are met, and quality management procedures followed.

Qualifications and other requirements:

- Diploma in Civil Engineering/Construction management/Facilities Management (NQF 6 Level) or equivalent;
- NQF Level 7 will be an added advantage;

- Minimum 2-4 years' experience in a Facilities environment;
- Understanding of building systems (e.g., HVAC, electrical, plumbing), maintenance processes, safety regulations, and compliance standards relevant to facilities management.;
- Familiarity with Occupational Health and Safety (OHS) standards, fire safety regulations, and emergency response protocols.

Required Skills/Abilities:

- Ability to plan, prioritize, and execute projects such as office refurbishments, vendor contract renewals, and space utilization adjustments.;
- Ability to plan, prioritize, and execute projects such as office refurbishments, vendor contract renewals, and space utilization adjustments;
- Competency in budgeting, financial forecasting, and expense tracking to manage facilities expenditures;
- Ability to communicate clearly, negotiate contracts, and establish relationships with vendors and service providers;
- Analytical thinking, troubleshooting, and adaptability in resolving unexpected issues (e.g., equipment malfunctions or space requirements);
- Ability to manage multiple responsibilities, maintain a facilities schedule, and ensure timely completion of tasks;
- Strong verbal and written communication, with the ability to coordinate effectively across departments and with external vendors.

Appropriately qualified and experienced individuals should submit a detailed CV and copies of educational qualifications to recruit@ecsa.co.za

Positions are filled in accordance with ECSA's Employment Equity Policy. PWD candidates are also encouraged to apply.

Should we not contact you within one month of the close of date of this advertisement, please consider your application unsuccessful.

Closing Date for applications: Tuesday, 18 November 2025

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Authorised by: Keolebogile Modise
Executive: Corporate Support Service
05 November 2025