



## EXTERNAL ADVERT

### PERMANENT POSITION

The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre, Roodepoort Theatre and Soweto Theatre in order provide the integrated management of theatre.

<b>VACANCY REFERENCE:</b>	<b>REF NO: BFM/04/2024</b>
<b>DESIGNATION:</b>	<b>BUILDING AND FACILITIES MANAGER</b>
<b>DEPARTMENT:</b>	<b>BUILDING AND SECURITY</b>
<b>REPORTING:</b>	<b>GENERAL MANAGER: BUILDING AND SECURITY</b>
<b>SALARY RANGE:</b>	<b>R44 693.36 (basic salary excluding benefits)</b>

#### Minimum Requirements

- Diploma (NQF level 6) in Mechanical or Electro technical (heavy current) Engineering or equivalent qualification
- Trade test certificate in electricity
- Five (5) years of experience in facilities management, operation and maintenance of machinery preferably in the theatre entertainment.
- Experience in apprenticeship in an engineering trade which included the operation and maintenance of machinery.
- Familiarity with relevant regulatory requirements and industry best practices.
- Excellent organisational, leadership, and communication skills.
- Proficiency in using facility management software and tools.
- Ability to analyse data and make data-driven decisions.

#### Added Advantage

- Advanced Diploma (NQF level 7) or equivalent in Mechanical or Electro technical (heavy current) Engineering will be an added advantage.
- Five years' practical experience in the operation and maintenance of machinery preferably in the theatre

#### Primary Function

- Manage the day to day running and maintenance of the Joburg Theatre building complex and surrounding property within the precinct. Responsible for overseeing the work activities of security and cleaning within Soweto Theatre and carries out his or her job description to make sure that whatever assignment or duty to be carried out, has enough personnel to see it through, and that they (the workers/personnel) have enough supply of the required equipment with which to complete the assigned tasks.

#### Key responsibilities:

- Prepare an annual maintenance plan for the theatre.
- Train, evaluate and manage the performance of staff members.
- Evaluate and assign priorities regarding repairs and various jobs.
- Plan work programs and maintenance schedule of staff
- Discipline subordinates; supervise work and activities of subordinates.
- Ensure the smooth running of the buildings and maintenance department.
- Perform Statutory and Ad hoc inspection of all buildings, machinery, equipment and



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- reticulation systems and institute necessary action in the event of shortcomings.
- Implement Capital Programme over 3 years Business plan through a structured Maintenance Plan that would guide the organization over a 3-year period, with budgets and timelines.
  - Obtain quotes on materials and services posting it directly on our PASTEL system.
  - Ensure reliable service of the stage technical requirements, inclusive of high voltage electrical fault detection and fault repair.
  - Maintain and ensure buildings services, inclusive of fault detection and fault repair in respect of air-conditioning, plumbing and electricity.
  - Responsible for preventative maintenance and the general appearance and maintenance of the building and its surroundings
  - Ensure that the services delivered to the building in respect of water, electricity and air-supply are according to NOSA standards and maintained according to those Standards.
  - Oversee maintenance and repairs of electric motors, electrical installations and equipment, stage machinery control circuits, emergency generators, A.E.G. P.L.C, AC and DC Drivers, AC and DC Motors, Submersible pumps – 3ph Substation switchgear, 110V Emergency lighting, 380V Standby Generator and Knowledge of Air-conditioning control panels.
  - Attend safety meetings as and when required by the General Manager or any other member of the Executive Management Team
  - Record and report in writing timeously all complaints, public disturbances and/or other matters of possible concern to the General Manager
  - Conduct regular inspections as per the Health and Safety Act

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**Interested persons are requested to follow the below links and completing the online form and attach their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months,**  
[www.affirmativeportfolios.co.za/JCT](http://www.affirmativeportfolios.co.za/JCT)

**Enquiries: Eugene Geldenhuys (011) 883 5035 / 066 419 8654**

**PUBLICATION DATE: 17 APRILL 2024**

**CLOSING DATE: 05 MAY 2024**

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**NOTE:**

- JCT offers a market-related salary commensurate with qualifications and experience.
- JCT is an equal opportunity employer, therefore preference for this position will be given to candidates whose appointments will enhance representation in line with its EE targets.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records, and previous employment.
- JCT reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.
- Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.