

**Assistant Director: Facilities & Record Management
Corporate Services
Reference: Bcc09/2026**

**SI9 (Starting Salary Notch R487 197 P.A Plus Benefits)
Permanent Position**

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Building Management/Safety Management or Construction Management or relevant equivalent qualification; 5 years' experience in a Facilities Management, SHERQ and OHS Environment; in which 3 years must be supervisory experience in a Facilities Management, SHERQ, Construction Management and OHSEnvironment; Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Assest Management Act, Telephone Management System, fire control system and facilities management system; Knowledge of Occupational Health & Safety Act 85 of 1993 and related Regulations.

DUTIES:

Oversee maintenance of buildings and premises; Ensure compliance to SHERQ and OHS Act; Oversee fleet management; Maintain the physical security fucntions including key control, personnel, document and surveillance security; Records management; Management of all Human, Financial and other resources of the unit.

ENQUIRIES: Ms Lulama Jongidiza Tel No 043 880 0177, Ext 2250.

APPLICATIONS: Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za.

NOTE: All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references(provide their contact number and email addresses), Driver's license , ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE: 18 September 2026