## AFMS Group

Johannesburg, Afrique du Sud

OFFRE CLÔTURÉE

# Facilities Manager

Entretien · Maintenance & Services techniques

**LIEU**

Présentiel sur site · Type de contrat indéfini

Johannesburg, Gauteng, Afrique du Sud

Salaire : Indéfini

**CANDIDATURE**

place(s) disponible(s)

5 an(s) d'expérience minimum

Date limite de candidature : **28/10/2026**

Publiée le 14/10/2026

## DESCRIPTION DU POSTE

The AFMS Group (Pty) Ltd is a privately owned company established in 2002 providing specialist services to the built environment sector. We have a national footprint throughout South Africa.

### Key Accountabilities / Principal Responsibilities

### Primary Duties

- Manage designated site
- Manage staff and sub-contractors
- Manage contractors
- Client liaison
- Landlord liaison
- Invoicing submission and control
- Management Reports
- FM Solutions general operations
- Implement and adhere to Processes and Procedures
- Manage Health and Safety

### Secondary Duties

- Manage Designated Sites
- Maintain service levels
- Complete customer focus

- Pro-active inputs
- Feedback and communication to Head Office

### Manage Staff

- Create and adapt staff work profiles
- Performance measurement
- Delegate responsibilities
- Service assessment on Key Performance Areas
- Corrective action

### Manage Contractors

- Ensure a valid Service Level Agreement (SLA) exists
- Know all the SLA terms and conditions
- Adhere to FM Solutions SLA
- Ensure proper service delivery
- Performance measurement
- If needed: Institute non-conformances
- Approve service schedules
- Initiate and approve requests for service
- Follow up on outstanding Helpdesk Work Orders and Requests

### Client and Landlord Liaison

- Regular Operations Meeting with client
- Note areas of concern, if possible, action to rectify
- Feedback to line Manager
- Regular Project Feedback to client
- Ensure client satisfaction
- Complete all / any client requests

### Invoicing Control

- Compare invoices to Work Orders
- Attend weekly finance meetings
- Approve and process of payment within specified time frame
- Forward to Head Office Accounts Department

- Familiarise yourself with the approved invoicing procedure and abide by them
- Ensure timeous submission of invoicing by Contractor
- Tracking of all invoicing

### Management Reports

- Complete a monthly Management Report for the Client, highlight all operational issues and comment on the status of such issues
- Report on status of projects
- Report on staff (FMS)
- Highlight concerns
- Make recommendations or submit request for assistance

### FM Solutions Operations

- Negotiate Contracts with Client with Line Manager Approval
- Negotiate Supply Contracts with Vendors
- Negotiate Lease Contracts with vendors with Client and Line Manager Approval
- Ensure that all Operational Outputs get noted
- Timesheet management
- On-site expenditure
- Communicate all operational aspects to staff
- Ensure that client has been made aware of any operational changes
- Make recommendations on any operational issues that need to be altered to fit individual sites
- CAFMS

### Process and Procedures

- Institute all approved process and procedures
- Adapt and make site specific
- If needed create additional
- Communicate to staff
- Ensure all staff understands
- Implement revised process and procedures
- Measure validity as a repetitive exercise
- Report back to Head Office

- Forward site-specific Process and Procedures to Configuration Management

### Key Skills and Experience

- Grade 12
- 3 Year tertiary qualification
- Min 5 years relevant experience, which included Project Management and Organisational Planning
- Good PC skills with MS Office essential.
- Knowledge of legal aspects pertaining to contracts etc.
- Knowledge of the helpdesk as a tool to manage outsourced service provision to a corporate.
- Budgeting experience
- Working knowledge of e-Commerce initiatives.
- Occupational Health & Safety

### People and Management Skill

- People & communication skills (written and oral)
- Good and proven leadership skills
- Customer focused
- Ability to work under pressure
- Self-managed
- Ability to create and maintain budgets
- Able to keep contractors in line with agreed Service Level Agreements (SLA's)
- Negotiation skills.
- Initiative, vision & drive.
- Project management and organisational planning skills.
- Analytical thinking and problem solving
- Planning and aligning
- Organisational and administrative skills
- Relationship management
- Learning and adaptability
- Strong accounting skills

### Key result areas

- Understand role of reporting to the business and client
- Understand role of managing staff to closely ensure output is aligned with business requirements
- Understand interworking with various teams to ensure client financial compliances
- Understanding that feedback and communication is critical to success

**Method of Application**

Apply through the employer's recruitment portal (link above).

*Source: MyJobMag South Africa — published 14 October 2026. Location: Johannesburg, Gauteng. Deadline: 28 October 2026. Qualification listed: Bachelors, Matric.*

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## DOCUMENTS À FOURNIR POUR CANDIDATER

- Curriculum Vitae (CV)

## CONTACT RECRUTEMENT

## LIENS UTILES

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