Opportunity: Facilities Manager

Department: Infrastructure

Reports To: Infrastructure Manager

Employment Status: Permanent

Location: Bedfordview (With possibility of hybrid)

Commencement Date: ASAP

Company Overview:

The KIN Group is a collection of companies in the South African long term insurance market with 30 years of experience in non-traditional sectors. We provide technology, sales and the end-to-end administration for funeral insurance, as well as ancillary products and services in/to the trade union environment and have a very close working relationship with NEHAWU, SADTU and DENOSA. We are focused on client centricity and solving needs for South Africans with innovation, unique & creative technological solutions, and products.

Role Description:

These companies are housed in a central office building. This role requires the candidate to ensure all building-related systems, infrastructure, and support services operate safely, reliably, and cost-effectively while complying with health, safety, and environmental regulations.

Key Responsibilities:

1. Building Systems & Maintenance

- Oversee planned, preventive, reactive, and emergency maintenance programs for all physical assets.

- Manage critical infrastructure, including air conditioning, electrical and solar, plumbing, fire safety systems, generators, and elevators.
- Conduct regular facility inspections to identify wear, tear, or safety hazards and schedule immediate repairs.
- Responsible for building access, security systems and perimeter controls.
- Facilities asset register and maintenance schedules.

2. Health, Safety & Environmental (HSE / OHS) Compliance

- Ensure strict adherence to local Occupational Health and Safety (OHS) legislation, statutory regulations, and building codes.
- Maintain safety records, fire compliance certificates, evacuation drills, and emergency preparedness/business continuity plans.
- Investigate incidents, accidents, or near-misses and implement corrective action procedures.

3. Budget & Financial Management

- Assist in developing, monitoring, and managing the annual operational and capital expenditure budgets related to the building costs and maintenance.
- Review contractor quotations, approve invoices, track spending against budget limits, and identify cost-saving efficiencies.

4. Contractor & Vendor Management

- Source, evaluate, and manage external service providers (e.g., cleaning, security, landscaping, waste management, and specialized technical contractors).
- Monitor Service Level Agreements (SLAs), evaluate contractor performance, and verify completed work before sign-off.

5. Space Planning & Operations

- Coordinate space planning, office moves, refurbishments, and capital improvement projects from procurement to handover.
- Manage day-to-day facilities helpdesk queries, staff/tenant complaints, and general workplace logistics.

6. Projects, Repairs & Capital Improvements

- Manage projects from assessment and quotations through implementation and handover.
- Project budgets, timelines and contractor coordination.
- Prior approval of scope changes and additional expenditure.

Qualifications, Skills, and Experience:

- Grade 12 / Matric.
- National Diploma, Degree, or technical qualification in Facilities Management, Property Management, or Civil/Electrical/Mechanical Engineering preferred.
- 3 to 7 years of hands-on experience in facilities, property, or operational management.
- Proven track record in managing budgets, vendor contracts, and technical maintenance teams.
- Strong technical understanding of building services (mechanical, electrical, plumbing).
- Problem-solving and calm decision-making during emergency situations.