

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

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***The ARC-Plant Health Protection (ARC– PHP) seeks to appoint a highly skilled, experienced and dynamic person to the following positions at Pretoria:***

### **FACILITIES OFFICER**

#### ***Key Performance Areas:***

- Maintenance of building, gardening, main access roads, plumbing and other infrastructure,
- Plan and co-ordinate the execution of maintenance within budget,
- Supervise maintenance and security contracts,
- Management of assets,
- Administer leases and ensure that tenants comply with lease terms and conditions.
- Supervision of staff,
- Any other duties that maybe assigned by the facilities manager.

#### ***Requirements:***

- Relevant B Degree or three year national diploma,
- (5) Five years' experience in facilities management,
- Experience in infrastructure maintenance,



- Report writing skills,
- Registration with the Engineering Council of South Africa(ECSA) as professional or candidate technologist; technician or candidate technician or registered with the South African Facilities Management Association(SAFMA) in any category,
- Proficiency in MS Office suite,
- Ability to organise, prioritise and work systematically,
- Good communication skills verbal & written,
- Valid drivers' licence.

**Enquires: Poonyana Morule, (012) 427 - 9888**

**CLOSING DATE FOR APPLICATIONS: 03 AUGUST 2021**

A competitive remuneration package will be congruent with the scope, responsibilities and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to South African citizens.

Applications accompanied by covering letter, detailed CV (Including certificates, supporting documents, copy of driver's license and nationality. NB: Non-RSA Citizens/work permit holders must attach certified copies) as well as the names and particulars of three (3) traceable referees must be e-mail to **PPRICV@arc.agric.za**

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity. The company has the right not to appoint.

