
DIRECTORATE
CORPORATE SERVICES

Senior Professional Officer - Services

DEPARTMENT
Facilities Management

Requirements

- Relevant 3 Year Tertiary Qualification preferably a B Degree
- Up to 8 years' relevant experience within the Tenant Management/Facilities Management environment.
- Proficient in Microsoft Office Suite and SAP
- Proven supervisory skills
- A valid Code EB driver's licence

SALARY

TCOE Salary: R1071429.00

REFERENCE NUMBER

CS 90/26 Ext

Key Performance Areas

- Assist the Head FM with the management of service related functions
- Stakeholder relationship management
- Conduct tenant management meetings
- Management and administration of contracts, tenders, Service Level Agreement and MOAs
- Attend and chair BSC and BEC meetings
- Maintain and assist with office space audits
- Assist with the compilation of the annual capital and operating budget requirements for the area
- Maintain internal financial control and cost recoveries
- Assume responsibility for the management of projects, operational staff and contractors
- Ensure that evacuation plans are developed and executed
- Draft reports and correspondence

CLOSING DATE

26.06.2026

ELIGIBILITY

Suitably qualified candidates



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How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

External candidates: APPLY ONLINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ONLINE VIA SAP PORTAL

Certified copies of qualifications must be available on request. Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful.



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