



CONSTITUTIONHILL

**CALL FOR APPLICATIONS: FACILITIES COORDINATOR  
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION,  
GRADE C5, SALARY R380 251 PER ANNUM TOTAL COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint a Facilities Coordinator who will be responsible to coordinate the day-to-day functions of the ConHill site including repairs, maintenance as well as supervision of projects to improve work force productivity and work quality by eliminating in advance, potential delays and obstacles through proper planning and coordination of all resources, including manpower.

**Key Responsibilities include:**

**Maintenance Planning:** • Lead the development of maintenance plans and schedules for all equipment and facilities. • Coordinate with maintenance technicians and engineering teams to ensure the efficient execution of maintenance tasks. • Create and manage maintenance schedules, ensuring minimal disruption to ongoing operations. • Collaborate with production and operations teams to coordinate maintenance activities during downtime.

**Preventive Maintenance Programs:** • Establish and maintain a preventive maintenance program to reduce unexpected breakdowns and extend equipment life. • Conduct regular equipment inspections and recommend necessary repairs or replacements

**Systems Administration:** • Contributes to systems implementation & continuous developments. • Ensures that CMMS records are accurate, up-to-date and available on request. • Analyses and coordinates work plans and PPM work orders to ensure that facility maintenance activities follow document change control, policies, procedures and practices. • Accountable for the accuracy & implementation of Planned Preventative Maintenance data lists in the CMMS. • Analyses Maintenance information in the system to identify trends. • Generates reports to required standards.

**Governance, Safety and Compliance:** • Ensure that all maintenance activities adhere to safety regulations and industry standards. • Promote a culture of safety and conduct safety training for maintenance personnel. • Maintain accurate records of maintenance activities, including work orders, equipment manuals, and inventory. • Generate reports on maintenance performance, including downtime and maintenance costs.

**Resource Management:** • Allocate resources, including personnel, materials, and tools, to support scheduled maintenance activities. • Monitor inventory levels and procurement of spare parts and maintenance supplies.

**Team Leadership:** • Supervise and motivate the maintenance planning team, fostering a culture of accountability and excellence. • Provide coaching, training, and development opportunities for team members.

**Documentation Reporting and Continuous Improvement:** • Maintain accurate records of maintenance activities, including work orders, equipment manuals, and inventory. • Generate reports on maintenance performance, including downtime and maintenance costs.

**Qualifications:**

Minimum: National Senior Certificate and National Diploma or a NQF Level 6 qualification in Engineering, Maintenance Management, or a related field.

Preferably: Bachelor's Degree or a NQF Level 7 qualification in Engineering, Maintenance Management, or a related field.

Experience required: Minimum of 3 years of working experience in maintenance planning, preferably in a museum and historical site setting. (Preferably 5 years Experience)

**Knowledge, Skills and Abilities Required:** • Safety Consciousness • Strong knowledge of preventive maintenance strategies and planning tools • Responsiveness • Customer centricity • Willingness to help • Adaptability • Teamwork • Time Management • Professionalism • Interpersonal Skills • Flexibility • Conflict Resolution • Calm Under Pressure • Dependability • Ethical Conduct

**WORKING CONDITIONS:** Availability to work on weekends, evenings, and holidays.

**Preference will be given to people with disabilities.**

**Applications should be submitted online:** <https://bit.ly/GGDAGroupRecruitment> **Enquiries should be addressed to:** [recruitment@conhill.org.za](mailto:recruitment@conhill.org.za)

Applications: All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for all above position is the **24 May 2026**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA

Constitution Hill reserves the right to make an appointment.