



CONSTITUTIONHILL

**CALL FOR APPLICATIONS: MAINTENANCE ASSISTANT
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION,
GRADE B2, SALARY R102 780 PER ANNUM TOTAL COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint a Facilities Coordinator who will be responsible for assisting in the maintenance and repairs of buildings, as well as maintaining the grounds of the property. Responsible for completing tasks assigned by the Facilities Manager (or his delegated representative) for all maintenance requirements at Constitution Hill.

Key Responsibilities include:

Maintenance Administration : • Perform minor building repairs such as light bulb replacements, unclogging of drains, minor lock/door hardware repair and replacement, replacement of ceiling tiles, etc. • General light cleaning includes, but is not limited to sweeping, mopping, vacuuming, dusting furniture and ledges, cleaning windows, emptying trash and other cleaning duties as assigned. • Maintain facilities and equipment in good operating condition. • Investigate and maintain work order requests through the Help Desk system. • Rearrange office space as requested. This may include moving office equipment, cubicle walls, modular furniture assembly, installing wall hangings, etc. • Assist with setting up tables, chairs, staging, etc. as necessary to meet the needs of Constitution Hill clients and guests. • Assist with setting up and operating Audio-Visual (AV) equipment, sound systems, slides, video projectors, etc. • Return any AV equipment to tech closets upon completion of events and store equipment properly. Ensure that wires are neatly coiled, all equipment is readily accessible upon walking into the closet, etc.(This the duty of the venue hire assistant.) • Moving boxes, equipment, furniture etc. into or out of storage. • Report all facility or equipment problems to the supervisor. • Maintains inventory of facility/department equipment.

Stakeholder Relations: • Liaise and work closely with all stakeholders on requested maintenance issues. • Provide necessary help and guidance to tenants to assist them with resolving maintenance issues in a timely manner. • Engage in monthly meetings with service providers and conduct a site walkabout to review work contracted for.

Organisational Effectiveness: *This is a representative list of the administrative duties the Facilities Assistant may be asked to perform and is not intended to be all-inclusive.* • Describe products/services and explain the use, operation, and care of equipment to customers and prospective clients. • Ability, on a consistent basis, to: communicate effectively with prospective clients, team members and visitors; maintain attention and concentration for extended periods of time; function in a high-stress environment, under substantial time pressure; work with minimal supervision; and perform all key accountabilities set forth above in a consistent and efficient manner.

Corporate Governance and Compliance: • Maintain stakeholder relationships with Tenants and Service Providers in adherence to terms set out in signed Lease agreements and as per the signed MoUs and SLAs. • Ensure compliance with requirements of Health and Safety, by-laws, etc. • Attend any scheduled meetings and training sessions.

Qualifications and Experience:

Minimum: • National Senior Certificate and Higher Certificate or NQF Level 4 in facilities management or related field. 1 months to 3 years exposure facilities coordination.

Preferably: Diploma or NQF Level 5 in facilities management or related field. More than 2 years exposure facilities coordination.

Knowledge, Skills and Abilities Required: • Good time management • Basic technical skills - mechanical, electrical, civil, and carpentry • Repair skills • Interpersonal capability • Proactive • Collaborative • Analytical • Strong work ethic • Agile • Even-tempered and congenial. • Planning and implementing tasks. • Problem-Solving • Technology Proficiency • Customer Service Orientation • Communication Skills • Organizational Skills • Attention to Detail • Adaptability • Time Management • Professionalism • Interpersonal Skills • Ethical

WORKING CONDITIONS: On-site- Physical Demands/Requirements:

- Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and buildings.
- Must be able to perform work in a variety of weather conditions.
- Physical stamina sufficient to stand during the entire event timeframe, excluding rest breaks.

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

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.