



CONSTITUTIONHILL

**CALL FOR APPLICATIONS: OPERATIONS MANAGER
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION,
GRADE D5, SALARY R 902 679 TOTAL COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint an **Operations Manager** who will be responsible for overseeing the smooth operation of a museum's facilities, security, maintenance, on-site vendors, and engineering. The Operations Manager will ensure that the Heritage buildings and site are well-maintained, safe, secure, and aligned with the museum's strategy and mission.

Reporting to the CEO, they work across multiple departments to deliver a high-quality visitor experience. The main responsibilities include facilities management and maintenance, supervision of staff and contractors, procurement, compliance, security operations, capital works, site safety, visitor experience, transport and logistics, and contract management.

Key Responsibilities:

Facilities Management and Maintenance: Efficiently and effectively manage all museum facilities, including the new Visitor Centre, Heritage Buildings, Museums, Exhibition space, Tenanted spaces, the Precinct, and Infrastructure while adhering to Heritage Practices and maintaining the Peoples Park.

Staff and Contractor Supervision: Provide oversight to facilities staff and outsourced contractors, ensuring optimal productivity and adherence to service level agreements and value for money.

Procurement: Take responsibility for all procurement related to facilities within operational and capital budgets, ensuring cost-effective execution of building maintenance plans.

Compliance and Security Operations: Ensure museum compliance with relevant codes and develop a comprehensive security program to protect museum premises, items, personnel, and visitors.

Capital Works and Site Safety: Work closely with Finance on capital works scoping and delivery, regularly review safety and operational policies and procedures, and champion health and safety among all staff.

Visitor Experience: Maintain fit and pleasant public spaces, coordinate staff for in-hours emergencies, and actively support the Visitor Experience team.

Transport and Logistics: Manage the organization's fleet and coordinate logistics operations to meet customer demands while ensuring compliance with transportation laws and safety standards.

Contract Management: Negotiate and monitor contracts with on-site vendors, ensuring service quality, compliance, and cost-effectiveness.

Qualifications:

Degree in Facility Management, business administration, business, commerce, or a related field preferred.

Minimum of 5 years management experience in facility operations within a commercial environment, preferably in a museum, convention centre, hotel, sports venue, or other public assembly facility.

Demonstrated knowledge of supervisory skills, principles, and work crew supervision.

Self-motivated with excellent organizational skills and ability to multitask in a fast-paced environment.

Strong interpersonal, communication, and written skills. Mechanical background is a plus.

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

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 **14 July 2023 12:00HRS midday**, 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 pe POPIA"

Constitution Hill reserves the right to make an appointment.