

# NORTH WEST DEVELOPMENT CORPORATION (SOC) LTD

(Registration Number 1999/002625/30)



The North West Development Corporation (SOC) Ltd is an organisation that promotes industrialisation of the economy, attracting investments, promoting exports and overcoming the legacy of economic imbalances. The NWDC has the following employment opportunity:

**Position:** Maintenance Coordinator X 3 (Permanent)  
**Location:** Mafikeng, Garankuwa & Babelegi  
**Job Grade:** P07  
**Salary Scale:** R421 196.00 per annum

**Purpose:** To ensure overall property maintenance has been met.

## Requirements:

Reporting to the **Regional Property Manager**, applicants must:

- Be in possession of an appropriate Trade Test or National Diploma in Mechanical \ Electrical or an equivalent qualification. A degree will serve as an advantage.
- Have Five (5) years Supervisory experience
- Relevant experience in a Property maintenance environment will be an added advantage.
- Must be in possession of a valid Driver's License
- Have proven computer literacy skills

## Key Performance Areas:

### Preventative Maintenance

- Assist in developing preventive and corrective maintenance programmes including performing quarterly assessments of buildings
- Identify and meticulously analyse all requests for repairs and troubleshoot them, i.e. trace and correct them
- Perform maintenance tasks based on pictures, blueprints and written descriptions
- Continuously consult and/or coordinate with skilled tradesmen/assigned supervisor(s) for the purpose of limiting extensive damage to properties in order to prevail and limit exposure to liability
- Maintain work areas and ensure these are clean, safe and organised
- Install, assemble, fit, repair and replace all identified defects in properties and equipment in accordance with the relevant standards and procedures for the identified defects
- Maintain company property tools and equipment. Ensuring all equipment is operating safely and efficiently in a clean environment to avoid accidents
- Complete daily work assignments in a timely and accurate manner and maintain complete records of daily maintenance activities including use of the Maintenance Helpdesk
- Strict adherence to company policies, safety regulations and other relevant occupational and legal requirements

## **Emergency Maintenance**

- Attend to all emergency work in a timely manner and as per the standard procedures for emergencies including shutting down of all danger areas.
- Keep emergency tools and sufficient basic stock of materials for emergency purposes.
- Restore situation to normality as quickly as possible and effect a clean-up operation.
- Elevate the identified source of the problem to regular maintenance schedules.

## **Administration, Purchasing & Reporting**

- Responsible for establishing a maintenance plan for the area and adhering to a departmental budget.
- Responsible for ordering and managing the inventory of maintenance supplies and other items needed to keep up with maintenance and repair needs.
- Assist with negotiating maintenance contracts and one-time service arrangements with vendors.
- Responsible for initiating maintenance related submissions, motivations and reports.

## **Subordinate Supervision and Development**

- Supervise staff against outputs and standards.
- Supervise industrial relations human resources in the area.
- Develop subordinates using performance appraisals to determine training.

**Note: The successful candidate will be required to sign a Performance Contract.**

**Interested persons are requested to forward detailed resumes and relevant certified academic qualifications, and indicate in which area they are interested in to: NWDC (SOC) Ltd, P O Box 3011, Mmabatho 2735. Applications are to be addressed for attention Mmathapelo Tamako or email [recruitment@nwdc.co.za](mailto:recruitment@nwdc.co.za) or hand-delivered to NWDC Head Office, 22 James Watt Crescent, Industrial Sites, Mahikeng. Enquiries may be directed to Ms Mmathapelo Tamako (Snr HR Officer) 018 381 3663. **Closing date: 19 February 2019.** If applicants do not hear from us within 1 month after the closing date, they should consider their application unsuccessful. Correspondence will be limited to successful candidates only.**

**No late applications will be considered. NB: NWDC reserves the right not to appoint.**