

NHBRC values and meaning

Values	Meaning
Excellence and integrity	To be the best and deliver the best honestly.
Commitment and accessibility	To do work diligently and reach out to our stakeholders.
Transparency and accountability	To be fair and open in delivering our functions responsibly.

EXTERNAL VACANCY

JOB TITLE	:	GENERAL ASSISTANT: FACILITIES MAINTENANCE x2
CONTRACT TYPE	:	PERMANENT
JOB GRADE	:	COMPETITIVE SALARY ALIGNED TO NHBRC SALARY GRADES
REPORTING TO	:	SUPERVISOR: FACILITIES MANAGEMENT
LOCATION	:	SUNNINGHILL

KEY DELIVERABLES

The responsibility of the General Assistant: Facilities Maintenance is responsible to assist with all maintenance related duties within the Properties and Facilities Management Section providing services to the NHBRC which includes but not limited to repairs, maintenance, renovations, plumbing, electrical repairs, carpentry, according to prescribed standards, regulations, and procedures at the NHBRC Sunninghill Office.

The Individual will primarily be responsible for, but not limited to the following:

- As directed, ensure the operation and maintenance of mechanical systems such as plumbing, heating, ventilating, air conditioning, painting and electrical.
- Reconfigures, installs, positions, and remounts modular offices and space to accommodate user needs and maximize office space using various hand power and speciality tools.
- Ensure proper records and the maintenance of inventory, equipment, and tools.
- Ensure compliance with systems for the regular evaluation and maintenance of all electrical, air-conditioning, plumbing, lift, generator, and other equipment in order to ensure maximum availability/uptime.
- Maintain all inventory and equipment, and ensure proper storage.
- Assist with furniture removals as assigned.
- Assist in designing specifications for Facilities projects.
- Assist in conducting briefing session on the Project Scope of work.
- Co-ordinate the implementation and the completion of repairs and maintenance.
- Monitor and oversee the work of contractors/suppliers.

- Assist in managing all preventative, remedial and upgrade works that required for the upkeep and improvement of office buildings & their components.
- Assist in conducting building inspections and identify the maintenance improvements.
- Assist the Facilities Manager in all aspects of projects.
- Coordinates and perform maintenance work on other Offices (Hatfield office Tshwane and Eric Molobi office Soshanguve)
- Adhere to health and safety regulations in the process of conducting duties in the area of responsibility
- Perform safety checks as when required to ensure a safe and clean environment in the area of responsibility
- Act as SHE representative in line with NHBRC SHE regulations as required and if appointed in the role
- Act as First Aider in case of employee injuries if appointed as a First Aider.
- Assist in identifying and mitigating risks
- Maintain compliance with all company policies and procedures.
- Assist in ensuring that contractors adhere to building health and safety regulations.
- Conduct safety inspections in your area of responsibility as scheduled
- Assist in maintaining the good housekeeping in the workplace.
- Provide inputs regarding quotes received from service providers
- Assists in reduction of wasteful expenditure by verifying if all minor work done by Sub-Contractors are executed.
- Assist with Petty Cash requests for the minor building repair.
- Serve as a committee member on Bid Specification Committee (BSC) and on Bid Evaluation Committee (BEC).
- Provide inputs on tender documentation for contractors/suppliers.
- Signs off job cards and confirm the work done by contractors
- Promptly and attentively respond to customer requests within established parameters and time frames.
- Perform work in the least disruptive manner possible to customers.
- Assess or check with customer to ensure solution meets request.
- Review customer requests and seek clarification as needed.
- Effectively communicate with staff and visitors.
- Working together with cleaning, gardening, security, and waste management Staff to ensure that the building is clean and meets the hygiene standards.
- Assist with logics related functions (mails to the Post Office and to transport Executive Manager).

MINIMUM REQUIREMENTS:

- Matric/Grade 12 Certificate
- Minimum N4 Certificate (NQF 5) in a Vocational discipline.
- Minimum three (3) years' experience using facilities and maintenance skills in commercial or industrial environment.
- Must be able to perform but not limited to the following skills: carpentry, plumbing, electrical, tiling and painting.
- A Trade Test Certificate in Plumbing, Electrical and Mechanical will be an added advantage.

SYSTEM SKILLS:

- Microsoft Office
- SAP

APPOINTMENT

The above-mentioned position will be offered on a permanent basis with a Total Cost To Company package.

ENQUIRIES:

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

Mr. Jabulani Ntshani
Tel: (011) 317 0496

CLOSING DATE: 30 July 2026

APPLICATION PROCESS:

Please email your CV to **recruitment@nhbrc.org.za** with **"General Assistant: Facilities Maintenance"** in the subject line. Applicants are informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within 1 month after the closing date, candidates may regard their application as unsuccessful.

Disclaimer: The National Home Builders Registration Council (NHBRC) will consider applications in terms of its Employment Equity Plan. Applicants are encouraged to apply. The NHBRC reserves the right not to make an appointment. Candidates shall be subjected to appropriate psychometric testing and other selection instruments. The successful candidate will be required to obtain security clearance as a condition of their appointment. In conjunction with merit on the basis of qualifications, experience and proven achievements the National Home Builders Registration Council is committed to providing equal employment opportunities for persons with disabilities and those individuals from the historically disadvantaged groups.

