



SENIOR OPERATIONS MANAGER: CLEANING, CUSTODIAL & WASTE SERVICES

(Payclass 11)

Estates and Custodial Services Properties and Services Department

We invite suitable candidates to apply for this position of Permanent Senior Operations Manager: Cleaning, Custodial & Waste Services. The successful candidate will be part of the Management Team within the Estates and Custodial Services department (Properties & Services).

The main purpose of this position is to manage, plan, direct and co-ordinate the operations of the unit/department. The Senior Operations Manager will be responsible for ensuring cross functionality in the cleaning services, custodial services, and waste management, improving the productivity, efficiency, and profitability of departmental operations through the provision of effective methods and strategies.

Requirements:

- NQF 6 in a relevant field.
- A minimum of ten years appropriate experience of which at least four years was at an operational/functional level and four years was a senior managerial level.
- A valid South African driver's licence.
- Skills: Senior Management experience in a cleaning, waste or facilities management environment. Ability to make complex decisions, negotiation skills, ability to do short term and long-term planning. Financial planning and adequate planning for resources across the unit. The ability to work under severe pressure. Skillful in the management of people, including performance management.
- Knowledge: EEA, OHS, relevant sectoral determinations for the contract cleaning industry, and keep abreast of the latest changes in the cleaning industry, waste management and facilities regulations. Computer knowledge (MS Office Suite).

Responsibilities:

- People Management, Financial Management within area, Customer Service and relations, Performance Management, Asset Management, Operations Management
- Minimum Supervision, accountable for long-term and short-term decisions and the impact thereof.
- Managing, monitoring and ensures implementation
- Ability to make complex decisions and operational decisions

The annual cost of employment for 2021 including benefits is between **R 638 396** and **R 728 520**.

To apply, please e-mail the below documents in a **SINGLE PDF FILE** to Mrs. Natasha Khan at recruitment07@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV).

Please ensure the title and reference number are indicated in the subject line. The successful candidate will be expected to provide a professional service within Estates and Custodial Services, in line with principles of the UCT. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650 3469

Website: www.hr.uct.ac.za

Reference number: E210376

Closing date: 10 November 2021

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity.

UCT reserves the right not to appoint.