

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: CORPORATE SERVICES		
31 October 2025		
REFERENCE NUMBER	POSITION: 12 MONTHS FIXED-TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
CS: 32/2025	OFFICER: OCCUPATIONAL HEALTH AND SAFETY & FACILITIES ALL INCLUSIVE REMUNERATION: R35 479.50 PM	1

MICT SETA seeks to employ a suitably qualified and competent OHS and Facilities Officer, to manage and coordinate the effective functioning of rented office spaces across multiple provinces, ensuring a safe, secure, compliant, and well-maintained working environment. The role includes oversight of leases, facilities operations, outsourced services, storerooms, key control, boardroom management, office setup, onboarding support, OHS & environmental compliance, and administrative reporting.

The successful incumbent will be based at our Midrand office respectively, reporting to the **Senior Manager: Corporate Services**

MINIMUM REQUIREMENTS:

- National Diploma or Degree in Facilities Management, Occupational Health and Safety, Environmental Health, or related field.
- Minimum of 3 years' experience in a similar Facilities and/or OHS role.
- Valid OHS Certification (e.g., SAMTRAC, NEBOSH, or equivalent).
- Knowledge of applicable legislation (e.g., OHSA, Building Regulations).
- Driver's license (Code B) and willingness to travel between sites, if applicable.

ROLES AND RESPONSIBILITIES

Occupational Health and Safety (OHS)

- Ensure compliance with national OHS laws, environmental regulations, and internal policies across all rented office locations.
- Conduct risk assessments and safety audits.
- Investigate incidents and accidents and implement corrective actions.
- Develop and implement OHS policies, procedures, and training programs.

Board Members: Nomonde Gongxeka-Seopa, Ntombikayise Khumalo, Lesiba Langa, Matome Madibana (Chief Executive Officer), Sabelo Mahlathi, Tebogo Mamorobela, David Mangena, Sebenzile Matsebula, Dr Tshepang Mosiea, Mzikayise Ndlovu, Gloria Nzima, Lebogang Sethole-Masilela, Eric Thebe, Sipho Zwane

- Coordinate health and safety committees and act as the point of contact for all OHS matters.
- Develop, implement, and maintain OHS and environmental policies, procedures, and training programs for staff and contractors.
- Coordinate health, safety, and environmental committees, acting as the primary point of contact for all OHS and environmental matters.
- Maintain records of safety inspections, incidents, and training.
- Work closely with the Risk and Compliance Unit to ensure facilities operations comply with regulatory requirements and internal policies.

Facilities Management

- Oversee the day-to-day operations and ensure the efficient functioning of rented office spaces across multiple provinces, including management of office equipment, utilities, and support services.
- Conduct regular inspections of the facilities to identify maintenance requirements, safety hazards, or compliance issues.
- Manage outsourced services such as cleaning, security, parking, landscaping, and water supply, ensuring compliance with service level agreements (SLAs).
- Coordinate and supervise repairs, renovations, and office relocations or reconfigurations as needed.
- Administer service contracts, including cleaning, pest control, and water supply, ensuring timely and cost-effective service delivery.
- Manage lease agreements with landlords, ensuring compliance with terms, timely renewals, and negotiation of amendments where required.
- Maintain and manage all facilities-related contracts, ensuring obligations are met and performance standards are maintained.
- Provision and management of storerooms, including monitoring inventory, issuing materials, and ensuring proper storage practices.
- Key management, maintaining a register of all building keys and ensuring secure distribution and retrieval.
- Prepare offices for new and existing staff, ensuring workstations, furniture, IT equipment, and supplies are ready across all locations.
- Monitor and manage the facilities budget, controlling costs and identifying opportunities for efficiency improvements.
- Liaise with landlords, tenants, vendors, and internal departments to ensure smooth resolution of facility-related issues.
- Support staff onboarding from a facilities perspective, including access cards, office allocations, parking and workspace orientation.
- Work closely with housekeepers in each provincial office to ensure cleanliness standards, stock availability, and timely housekeeping services.

- Manage and maintain boardrooms across all provincial offices, ensuring availability, cleanliness, equipment functionality, and proper scheduling for meetings and events.

Administrative Duties

- Maintain facilities and OHS documentation, including compliance records, permits, lease agreements, storeroom inventory, key management, and office setups and inspection reports.
- Attend to auditors
- Prepare reports and present findings or recommendations to management.
- Monitor and replenish first aid supplies, fire extinguishers, and emergency equipment.
- Develop and implement policies
- Prepare reports monthly, quarterly and annually

SKILLS AND COMPETENCIES

- Strong knowledge of facilities operations and maintenance.
- Thorough understanding of OHS standards and practices.
- Risk, OHS, and environmental compliance knowledge
- Excellent problem-solving and analytical skills.
- Attention to detail and strong organizational skills.
- Strong interpersonal and communication abilities.
- Ability to multitask and work under pressure.
- Proficient in MS Office (Word, Excel, Outlook).
- Proactive, hands-on approach and the ability to work independently.

Application:

Please click the link to apply <https://forms.cloud.microsoft/r/5cfpRUmA6T> by no later than **09 November 2025**.

Queries may be directed to 011-207-2600. Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)

Verification and Vetting Disclaimer

MICT SETA reserves the right to conduct comprehensive background checks, which may include verification of Matric and other qualifications, Employment history, Credit reports, Criminal records, Social media activity, References, Citizenship status, as well as Psychometric Assessments etc. Employment offers are contingent upon successful completion of these vetting procedures.

