



Address: 2088 Block H, Soshanguve, 0152

P.O. Box 468, Soshanguve, 0152

Tel: +27 12 799 2422 / 2880

Fax: +27 12 799 2685

### SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve, within the City of Tshwane, Gauteng. SRC was founded in 2004 and aims to be a world-class health research organisation, benefitting local communities while making a global impact.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply.

**Ref. No: SRC-12-2024**

**Site Maintenance Officer**

**Fixed term contract: 12 months** (Contract subject to possible renewal depending on funding and/or project duration)

**Experience and Qualifications:**

- At least 3-5 years' experience in Site Maintenance
- Certification or experience in electrical and mechanical systems, including HVAC, plumbing, and general facility repairs.
- Familiarity with OSHA regulations or other relevant health and safety standards. Certifications like NEBOSH (National Examination Board in Occupational Safety and Health) or equivalent.
- Training in fire safety and prevention measures, possibly including certification in fire warden or fire marshal duties.
- Experience with operating and maintaining BMS, which are used to control and monitor the building's mechanical and electrical equipment.
- Knowledge of maintaining cleanrooms or specialized environments required for clinical research, including temperature, humidity, and air quality controls.
- Valid code 08 driver's license

**Key responsibilities:**

- Oversee the activities of the site general assistants to ensure they maintain a clean and orderly site.
- Oversee the site building/renovation projects.
- Perform periodic inspection of the site to ensure smooth operations.
- Perform periodic maintenance and routine calibrations of the site generators.
- Manage the process of disposal of worn-out/damaged furniture as well as the purchase of the new furniture.
- Conduct periodic risk assessments to identify possible hazards around the premises and report to the management and take action.
- Oversee the drivers, vehicles and maintenance/repairs of the vehicles.
- Oversee the site electricity, temperature monitoring and water issues.
- Responsible for the daily site lock up.
- Responsible for the site security.
- Responsible for site procurement.

**The candidate will be based at Setshaba Research Centre in Soshanguve**

### REMUNERATION

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

**Please email your CV and Qualifications to [hr@setshaba.org.za](mailto:hr@setshaba.org.za) or alternatively deliver to Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 and mark the correspondence for the attention of HR.**

**Always quote Ref no. and position on your application. No CVs without qualifications will be considered.**

Closing date for submission of CVs: 03 September 2024. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful.

**NB. Setshaba Research Centre reserves the right not to appoint.**