



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY BUILT**

### **ENVIRONMENT**

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below.

### **Head: Campus Cleaning (1 post) (Re-advert)**

Ref:65/2024/KM/P8

Sefako Makgatho Health Sciences University seeks to employ a Head: Campus Cleaning within the Department of Built Environment. The incumbent will be responsible for the planning, development and implementation of campus cleaning plans and schedules, policy and procedure development, health and safety management, people management and risk management. He/She will report to the Director: Built Environment and must meet the job requirements and competencies and be responsible for the key performance areas below:

#### **REQUIREMENTS**

- A three-year Degree/Diploma in either Hospitality Management / Facility Management/ Business Management or relevant qualification
- A minimum of four (4) to six (6) years' experience in diverse cleaning and hygiene services, with three (3) years' experience being at a managerial level
- Managerial experience (having monitored and checked the work of employees and provided training or guidance to team leaders or supervisors)
- Ability to interact in a pleasant manner with employee/students at all levels and to encourage and motivate a diverse group of cleaning employees
- Experience and knowledge relating to health and safety management and relevant legislation within cleaning environment
- Computer literate (Word-processing, PowerPoint, Excel, Internet & Email)
- A valid South African Driver's license

#### **COMPETENCIES**

- Excellent management and administrative skills
- Ability to develop and implement strategy, and maintain systems
- Strong leadership skills
- Good planning and organizational skills

- Good interpersonal and communication skills
- Good report writing skills
- Good presentation skills
- Client service orientation
- Professional and Technical skills
- Problem solving and analytical skills

#### **KEY PERFORMANCE AREAS**

- Drafting, implementing and monitoring of divisional budget
- Identify and adapt to changing operational situation in order to remain within budget
- Participate in the establishment and implementation of contingency plans to reduce financial risk
- Cost-effective procurement of service related to area of responsibility
- Ensure a higher standard of service delivery within the University in line with the service department's Strategic goals
- Collaborate with internal customers and manage external contracts of service providers to achieve teamwork
- Development of Standard Operating Procedures (SOPs) in your area of responsibility
- Enforce high level of cleanliness and hygienic environment in the University campus
- Management of cleaning and hygiene employees in line with the University's HR policies and processes
- Set out performance outputs and measurements for each direct report
- Effective management of disciplinary issues in line with the University's Disciplinary Code/Code of Conduct
- Planning, development and implementation of campus cleaning plans/schedules and ensure fair allocation of workloads
- Ensure maintenance and service of equipment/machinery
- Ensures continuous training of team members especially on cleaning techniques
- Ensure compliance with the SHE policies and procedures
- Promote diversity and teamwork within your area of responsibility
- Support, facilitate and assist with the implementation of new innovations, initiatives, and service delivery
- Contribute to the overall development of SMU, and actively improve institutional culture
- Any other duties as assigned by the Line Manager

**Closing date: 21 November 2025**

**Applications from the employment agencies will not be considered.**

**People who applied previously must re-apply.**

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr AK Mothabela**, by e-mail to [hr.recruitment6@smu.ac.za](mailto:hr.recruitment6@smu.ac.za)

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521 4433.*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

**The University reserves the right not to make an appointment.**