



Vehicles and Buildings Manager

Location: Mqanduli(Zithulele)

Application closing date: 25 April 2024

Start date: As soon as possible

Reporting: Chief Operations Officer

Salary: R15 000 - R19 000

Hours: 40 Hours per week



Axiom Education, founded in 2009, currently serves +6000 learners across two education districts in the Eastern Cape Province of South Africa. Based in the rural village of Zithulele, its vision is to see every rural student leave school with purpose, agency and options. The organization has ambitious plans to grow its quality and reach over the next three years through partnerships with government, donors and other non-profit organizations.

With these growth plans in mind, Axiom is looking for a dynamic **Vehicles and Building Manager**. who is passionate about our mission and has the appetite, experience and expertise to make a success of this important role. This role is ideal for someone who wants to live and work long-term in the beautiful, bustling rural village of Amajingqi. It provides a unique and wonderful experience of living 'in a community' with professionals who are like-minded and passionate about positive change and community development.

Key duties and responsibilities

Axiom office (across sites) and accommodation management/maintenance:

- Maintaining a safe environment with proper lighting, signage and disability access in our offices across sites
- Manage and monitor building maintenance budgets
- Drafting and updating emergency plans and evacuation plans
- Inspecting buildings frequently for signs of damage or wear and monitor/log all maintenance needs and requests.
- Prioritizing requests and scheduling maintenance and communicating these decisions with service users
- Determining if jobs can be done in-house with the existing team or whether external experts are required
- Undertaking, with the help of the team, the tasks that can be done in-house
- Sourcing materials required and requesting quotes
- Scheduling regular building maintenance and janitorial services

Qualifications and experience

- Building Trade Certification,
- Grade 12 or Matric certificate
- National Diploma in the related field of work.
- An Associate's Degree in Business Administration or Real Estate will be an advantage.

- On-the-Job Experience. (3 - 5 years)
- Maintenance/building experience,
- Understanding of Building Codes and Safety regulations,
- Detail oriented
- Good negotiation skills,
- Customer service experience,
- Strong Leadership Skills,
- Ability to set and meet goals,
- Ability to manage multiple projects simultaneously

Behavioural Competencies

- Critical thinking
- Problem-solving
- Hiring and overseeing employees, contractors or casual workers as needed to maintain, repair or improve the property.
- Ensuring that occupants are provided with proper utilities and resources as per Axium policy
- Manage any big building and construction projects that Axium undertakes
- Supervising ground staff
- Providing training for building and maintenance teams as needed
- Maintaining records of tenants: having accommodation and keys ready for them, dealing with deposits, refunds etc
- Ensuring relationships with landlords is kept on good terms
- Partnership schools maintenance/infrastructure work
- Contracting and overseeing casuals and professionals for repairs and building projects at schools across all sites as needed
- Doing basic maintenance with the team as determined by you and the schools Team
- Work with SDMs consolidating SIP with specific focus in infrastructure work.
- Routine check of schools

Vehicle management

- Scheduling regular services and upkeep of vehicles
- Ensuring all vehicles are safe and licensed
- Supporting procurement decisions related to vehicles purchases and trade-ins
- Managing incidents that occur and put in place a Vehicle Incident Management Plan
- Ensuring all Axium drivers are tested and up to date with policies and processes.
- Undertake planning for medium replacement of vehicles
- Develop a Maintenance Plan, based on immediate priorities and repairs and multiple cycles – 2-3 months; 6 month and 3-5 years – as per attached schedule

How to apply

Submit CV and required documentation to careers@axiumeducation.org

OR drop your application at **Axium Office-Zithulele** for the attention of the HR Assistant (Noluntu Magejane) and HR Officer (Tumeka Mkentane). For any queries call **081 712 6222**.

For your application to be considered, please ensure that your application includes the following:

- CV (with **at least 3 contactable references**), **motivation letter** and **copy of your ID**
- Please include the **TITLE** of the position you are applying for in your email.

Growing talent and opportunity in rural Africa.

Directors: E. Torrance (Chair), P. Moyo, G. Coe, C. Paxton, M. Paxton

Reg: 2009/005913/08 | NPO: 076-728-NPO | PBO: 930034907 | Office: Church Grounds, Zithulele, 5080, RSA

www.axiumeducation.org