



Bringing Hope, Breaking Despair

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FACILITIES MANAGER CAPRI CAMPUS

LIVING HOPE is a Christian Non-Profit organization that strives to bring hope and break despair.

Living Hope seeks to appoint a Facilities Manager, to be based in Capri at the Living Hope Campus, Cape Town, South Peninsula. (Deep South)

The function of the Facilities Manager is to ensure all Living Hope buildings and gardens / outside areas and assets are well maintained. Ensure projects to improve Living Hope facilities and assets are implemented and maintained. To provide employees, clients and any visitors a safe and well-maintained environment. The Facilities manager oversees a team of five.

Requirements for the Job:

- Technical qualification / operations management or similar
- Knowledge of MS 365 software and proficient in MS Excel
- Good communication skills – fluent in English and one other language would be advantageous – preferably Xhosa or Afrikaans
- Previous experience in co-ordination of people, activities and schedules
- Previous Project management experience
- Good knowledge around Health and Safety practices
- Knowledge around maintenance, equipment and tools
- Prepared to do emergency call-outs when required
- Valid driver's licence and own vehicle preferred
- Desire to serve God in a meaningful and practical way.

Key Performance Areas

- Contribute to Mission and Vision of Living Hope
- Co-ordination and Monitoring of Maintenance of All Living Hope Buildings
- Co-ordination and Monitoring of Maintenance of Grounds on Living Hope Premises
- Co-ordination and Monitoring of Maintenance of all Living Hope Equipment
- Co-ordination and Monitoring of Transport Team and Motor Vehicles
- Management of Projects for Additions, Changes and New Items
- Recordkeeping and Administration
- Active Management and Team Participation

Working hours: 08h00 – 16h00 (Monday to Friday)

If you are interested please submit a concise **CV** and **Motivation letter** to recruitment@livinghope.co.za. Kindly ensure that you provide your current contact details as short-listed candidates will be contacted to attend an interview. If you do not hear from us within two weeks you must assume that you were not successful.

CLOSING DATE FOR THIS APPLICATION – 24-03-2025