



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor  
Forum 1  
Braam Park  
33 Hoofd Street  
Braamfontein  
2017

PO Box 31565  
Braamfontein  
2017

Tel +27(0) 10 219 9000  
Fax +27(0) 10 219 9400

[www.jhbproperty.co.za](http://www.jhbproperty.co.za)

JPC is an entity of the City of Johannesburg, responsible for the enhancement of the CoJ's property portfolio by leveraging the properties and its employees to maximise the social, economic, and technological advancements to achieve CoJ's strategic priorities and service delivery objectives. JPC manages a diverse portfolio consisting of various classes of assets, i.e., residential, office, commercial, social (sports facilities and stadiums), and service delivery (clinics, fire stations, community centres) assets.

The following permanent vacancy exists within JPC:

## GENERAL MANAGER: CLEANING SERVICES & FACILITIES MANAGEMENT

Position: General Manager: Cleaning Services and Facilities Management

Reporting to: Chief Executive Officer

Reference Number: **GM: CS&FM-01/2026**

Remuneration **R 1 833 839 (All-inclusive package per annum)**

Local: Braam Park, 33 Hoofd Street, Braamfontein

As the General Manager for Cleaning and Facilities, you will lead and direct the operations of Corporate Buildings, Facilities and Cleaning Services functions, to deliver on the City's well as the JPC strategies, goals and targets as stated in the various key performance areas and results indicators. The role requires delivery of a fully comprehensive and cost-effective service to the Regions, ME's and Core Departments

### Minimum Requirement

- Matric (Grade 12) plus bachelor's degree in the built environment (Quantity Surveying, Property Management, Facilities Management, Construction Management, Real Estate, Architect).
- Comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007
- Professional registration with the relevant Council in the applicable built environment profession (PrQS, PrCPM, PrCM, PrArch, etc) will be added advantage.
- Project and/or Programme Management or Contract Management certificate.
- Honours or higher Degree in built environment will be advantageous.
- 8-10 years' experience in Facilities management, Property management and/or real estate with property portfolio exceeding 15 properties and/or 100 000 sqm GLA; this is not cumulative but per portfolio.
- 5 years' experience in Senior Management role.
- 5 years of maintenance planning and implementation



JOBURG  
PROPERTY COMPANY

Non-Executive Directors: Simon Motha (Chairperson)  
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Collophen | Mxolisi Zondo |  
Ntombikayise Tini | Thapelo Mashamaite |  
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Chief Executive Officer)  
Mfanafuthi Zondo (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini  
City of Joburg Property Company SOC Ltd.  
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## Key Performance Areas

- a) Corporate Real Estate Strategy Implementation
- b) Strategic Direction of Cleaning Services and Facilities Management
- c) Direct Operations in Compliance with Legislative Requirements
- d) Develop and Manage a Budget for the Department
- e) Management of Strategic Delivery Agenda
- f) Effective Controls for the Management of Departmental Moveable Assets.
- g) Manage Cleaning Services, Facilities and Technical Services Portfolio
- h) Quality Management
- i) Financial Management
- j) People Management

## Corporate Real Estate Strategy Implementation

Develop and implement an integrated strategy to enhance the profile of the facilities management to a strategic asset level.

- a) Translate operations strategy/plan content into concrete activities in support of JPC's strategic objectives.
- b) Ensure policies, procedures and formal delegations are in place to maintain effective coordination and control of all business unit activities.
- c) Provide input into the overall facilities management strategy to ensure achievement of the shareholder's objectives.
- d) Provide leadership and structure for efficient functioning of the facilities management unit.
- e) Ensure that all strategic and operational objectives, as agreed with the Board, are achieved and implemented.
- f) Develop operational plan for the division.
- g) Liaise with external projects R&D for benchmarking.
- h) Ensure a balanced property disposal plan that supports the overall organisational strategy.

## Strategic Direction

Develop policies and procedures including Facilities Management Policy, Cleaning Services, Facilities Maintenance Standards, Operating manuals, Corporate Image Policy, Preventative and Reactive Maintenance Plans.

- a) Participate in all Strategic Planning programmes of the Organisation culminating in Organisational Strategy and Business Plan Development (incl. Risk identification).
- b) Lead the cleaning team to ensure a positive motivational, supportive working environment.
- c) Ensuring excellent cleaning services throughout sites including Security, Health and Safety, compliance and cleaning standards.
- d) Conduct quality audits to ensure service delivery adheres to the requirements of clients' expectations.

## Direct operations in compliance with legislative requirements

- a) Develop and implement a strategy for the maintenance and upgrading of all buildings to comply with the Occupational Health and Safety Act.



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- b) Evaluate requirements of relevant legislation and ensure adequate disseminated to Senior Managers for further action.
- c) Increase awareness of safety of workers on site and maintain safe and secure workplaces.
- d) Create safe and ego/eco-friendly working environments for COJ's employees, public and visitors.
- e) Constantly evaluate Buildings of the City for accessibility for People Living with Disability.

#### **Develop and manage a budget**

- a) Annually develop a comprehensive budget substantiated by due diligence and condition assessments of all buildings.
- b) Bi-annually revise the Departmental budget to accommodate deviations arising from a change in strategy or similar circumstances (financial forecasting).
- c) Set and implement strict monitoring and control processes in place for income (ACO) and expenditure management.
- d) Direct line managers in creating and implementing procedures for effective spending, adherence to the MFMA and SCM policies, reporting and review.
- e) Monitor transactions of the Department in line with objectives of OPCAR.
- f) Direct line management in preparation of tenders, request for Proposals, Consultants briefs, leases to align with SCM Policy and MFMA requirements.
- g) Facilitate the development of a comprehensive list of service providers for the City with SCM.

#### **Management of strategic delivery agenda**

- a) Develop a Performance Scorecard for the Department and Line Managers and roll out to all employees to the lowest level.
- b) Performance Manage direct reports and ensure all others are performance managed accordingly by line Management.
- c) Keep and maintain an efficient record of all Performance Management documentation for Audit.
- d) Obtain verification and quality assure all reports of Senior Managers relating to programmes and projects, income and expenditure and general administration.

#### **Effective controls of moveable assets, equipment and fleet**

- a) Submit verified moveable lists to CFO annually.
- b) Provide necessary tools of trade for the department and repair / replace when necessary.
- c) Provide an efficient fleet management service for the Department and Organisation

#### **Manage cleaning services, facilities and technical services portfolio**

- a) Implement control measures for reporting of activities from Senior Managers relating to:
  - i. Programmes and projects.
  - ii. Calculating and comparing costs to maximum value for money.
  - iii. Project management, supervising and coordinating work of contractors.
  - iv. Managing and leading change to ensure minimum disruption to core activities.
- b) Using performance management techniques to monitor and achievement of agreed service levels.



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- c) Responding appropriately to emergencies or urgent issues as they arise.
- d) Development of procedures for the safe storage and handling of hazardous materials.

#### **Quality Management**

- a) Developing an operational quality management plan for own department in support of JPC's QMS framework.
- b) Define and document quality targets for own department.
- c) Ensure that the performance of the quality management plan is reviewed at planned intervals to ensure its continuing suitability, adequacy and effectiveness.
- d) Ensure assessment of the quality processes focusing on opportunities for improvement and the need for changes to the quality management plan.
- e) Ensure all new staff are inducted into the requirements of the quality management plan related to their own roles and responsibilities.

#### **Financial Management**

- a) Ensure that budget is spent cost-effectively.
- b) Ensure effective corporate governance in terms of the MFMA.
- c) Design and implement financial models and measures for the division.
- d) Develop and adhere to correct financial Service Level matrixes.
- e) Ensure adherence to budgets and corrective action where required.
- f) Continuously align budget and expenditure with strategic outlook of business unit.

#### **People Management**

- a) Ensure the development of a high-performing team through embedding formal Performance management coaching management team to conduct the process effectively.
- b) Determine and analyse training and development needs for managers and ensure the same for teams.
- c) Ensure that identified training is budgeted for and executed.
- d) Ensure that managers create effective workforce plans and recruitment demands plans for their areas.
- e) Address poor performance of any team member through the formal Performance Improvement process.
- f) Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.

#### **Leading Competencies:**

- a) Ability to understand and interpret policies, procedures and relevant legislation.
- b) Strong ability to build professional partnerships.
- c) Leadership and Team Collaboration.
- d) Risk Management
- e) Project Management
- f) Good analytical/critical thinking
- g) Operations and Maintenance
- h) Performance and Quality management
- i) Problem solving and Negotiation skills



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## j) People Management

### Core Competencies

- a) Knowledge of the local, provincial, and national political and legislative frameworks related to town planning and/or urban/spatial planning.
- b) A solid understanding and Technical Knowledge of Facilities Management.
- c) Ability to understand and interpret policies, procedures and relevant legislation.
- d) Knowledge of property management software.
- e) Familiarity towards budgeting, PFMA, MFMA, Municipal related legislation and Acts.
- f) Property related legislative such as Occupational health and Safety.
- g) Knowledge and understanding of supply chain policies.
- h) Knowledge of basic accounting and finance principles

### NOTE:

**JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan. All suitably qualified candidates are encouraged to apply and will be considered. The City of Joburg Property Company applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities". This vacancy is open to employees of the City of Johannesburg and external candidates.**

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted.

- Credit record
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.



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JPC reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.

**APPLY ONLINE: [www.jhbproperty.co.za](http://www.jhbproperty.co.za) Please take note that only online applications will be considered. Please apply by using the following link:**

<https://share.hsforms.com/1-P0IOU6pS7Oswk7Tv5MwaA469tl>

**ENQUIRIES ONLY:**

[linda@masdp.co.za](mailto:linda@masdp.co.za)

Tel No: 069 533 8602

**Publication Date:  
Monday: 02 February 2026**

**This Vacancy is open to Employees of the  
City of Johannesburg and External Candidates**

**Closing Date:  
Friday: 13 February 2026**



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