



## SCI-BONO DISCOVERY CENTRE NPC

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | [www.sci-bono.co.za](http://www.sci-bono.co.za)  
C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

## FACILITIES ASSISTANT: FLEET AND STORE PERMANENT

### JOB PURPOSE

Provide a professional fleet management and store-man service. To provide support to the maintenance team when required. To provide adhoc handyman service, performing duties relating to general repairs and maintenance and events management assistance, when required.

### PRINCIPAL ACCOUNTABILITIES

- Ensuring that all company owned vehicles are licensed, road worthy and fit for use at all times and taking corrective actions should the need arise.
- Record Accurate Information on Fleet.
- Analyse Recorded Data to identify trends, including but not limited to driver abuse, vehicles leaving assigned areas or entering “hot spots”, reduce costs, ETC.
- Ensures that the correct vehicle is assigned to specific tasks.
- Schedules vehicles for service and maintenance without compromising fleet allocations.
- Strict adherence to all fleet policies and procedures, including but not limited to accident or incident investigation, dealing with insurances and ensures reporting of accidents to relevant authorities.
- Advising on fleet requirements.
- Providing reports to management on costing, schedules, maintenance, and fleet progress
- Parking control, including but not limited to allocating parking bays as requested, engaging with staff when illegally parked vehicles are found, ensuring parking signage is installed and correct, ETC.
- Will be required to act as company proxy for vehicles.
- Be responsible for the company driver. Ensuring that the driver is booked and his time and trips are managed. Keep a record of all driver trips for monthly reconciliation.

### BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)  
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle  
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsobi (CEO)



#### SCI-BONO DISCOVERY CENTRE NPC

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | [www.sci-bono.co.za](http://www.sci-bono.co.za)  
C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

- Ensuring that all storerooms and workshops are secured, maintain portable tool register and issuing of tools to maintenance staff and comply with relevant legislation and company policies.
- Ensure that an up-to-date inventory of each storeroom is maintained and advise storeroom owners on any issues relating to storage.
- Monitoring and management of traffic offences.
- Attend to Planned Prevention Maintenance as allocated
- Assisting in planned preventative maintenance tasks and repairs as allocated
- Ensure that best operating practice is applied when undertaking maintenance tasks / repairs
- Maintenance and repairs of basic plumbing, furniture, doors, locks, hinges, lamps, tiling, carpentry, replacement of ceiling boards and other tasks as assigned.
- Ensure that job cards are signed off for all jobs that are completed by the service providers
- Assist Event Management with all venue set up requirement
- Conduct regular inspections on all mechanical and electrical equipment
- To provide support with regard to planned maintenance work within the service level requirements
- Perform any reasonable request from management,
- Respond to maintenance request and routine emergencies, make basic repairs as assigned
- As needed, may participate in the driving of vehicles to execute some of the tasks
- Responsible for appearance /cleanliness of public spaces and meeting rooms.
- Duties will also include changing air fillers and fan belts, maintaining pumps, cleaning and maintaining water, traps and piping associated with the buildings boilers.
- General knowledge of electrical distribution within the building (220v Supply)
- Maintain Health and Safety standards throughout the environment.
- Keep work area clean and presentable
- Maintain tools and equipment and keep parts and suppliers in order
- Ensure that best operating practice is applied when undertaking maintenance tasks / repairs within the Health & Safety regulations



#### SCI-BONO DISCOVERY CENTRE NPC

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | [www.sci-bono.co.za](http://www.sci-bono.co.za)  
C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

- Adhere to the organisations Health and Safety requirements at all times
- Ensuring Customer Service Standards and best practice is maintained and adhered to at all times.
- Ensure that customers are treated with respect.  
Ability to maintain good relationships with school personnel, students and the general public.

#### EDUCATION

- Matric
- Fleet Management diploma or equivalent

#### EXPERIENCE

- 3 years Fleet co-ordination experience
- Store-man experience would be an advantage.

#### KNOWLEDGE / SKILLS

- Computer proficiency
- Use of tools and workshop skills
- Must have valid driver's license.

***The Sci-Bono Discovery Centre is an equal opportunity employer. Interested and qualified candidates are invited to email or fax a concise CV to the: Human Resources Office [recruitment.sci-bono@sci-bono.co.za](mailto:recruitment.sci-bono@sci-bono.co.za) with the Reference Number: REC/VR SCI-2023-18***

***Closing date: 20 October 2023***

***Disclaimer: Communication will be entered into with short listed candidates only.***

***Only CV's submitted with the correct subject line and by the Closing date will be considered.***